

PROGRAM MANAGER, MENTAL HEALTH RESOURCE CENTER

Purpose Statement

The job of Program Manager, Mental Health Resource Center is done for the purpose/s of managing the Mental Health Resource Center; plan, organize, and implement a variety of grant funded programs and activities to improve the mental health status and educational achievement of students; provide prevention and intervention activities to reduce violence and drug use among high-risk students; supervisor assigned personnel.

Essential Functions

- Manage the Mental Health Resource Center, providing mental health services to students and families in targeted schools.
- Plan, organize, develop and implement a variety of grant funded and external agency funded programs and activities geared to improve the mental health status and educational achievement of students.
- Oversee professional mental health staff who provide diagnosis and assessment.
- Develop standards, policies, and procedures; determine therapy goals.
- Provide clinical interventions and technical expertise.
- Facilitate collaborative partnerships; lead cooperative efforts with service providers and other agencies to develop student mental health programs.
- Communicate with other administrators, staff, and outside organizations to coordinate activities and programs, resolve issues and conflicts, and exchange information.
- Attend and conduct a variety of meetings as assigned; establish and maintain relations/membership with local, state, and federal agencies and associations to remain current on programs and issues that affect assigned programs and services; present reports and initial findings as assigned.
- Develop, prepare and oversee the department budget; monitor compliance with regulations and expenditures from various funding sources; analyze and review budgetary and financial data including cost reporting; control and authorize expenditures in accordance with established limitations.
- Provide technical expertise, information, and assistance regarding assigned functions; assist in the formulation and development of policies, procedures, and programs; advise assigned manager of unusual trends or problems and recommend appropriate corrective action.
- Prepare and maintain a variety of narrative and statistical reports, records, and files related to assigned activities and personnel.
- Review appropriate legislation to assure district compliance with laws and procedures and make recommendations on changes that may result in more efficient operation of the district.
- Supervise assigned classified staff.
- Perform related duties as assigned.

Other Functions

- Performs other related duties, as assigned, for the purpose of ensuring an efficient and effective work environment.

Job Requirements: Minimum Qualifications
Skills, Knowledge and Abilities

SKILLS are required to perform multiple, highly complex, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: applying assessment instruments; operating standard office equipment including pertinent computer software; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform advanced math; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: Knowledge of federal and state laws and regulations, and all district policies, rules, procedures and guidelines. Must have effective working

knowledge of public mental health system under the auspices of County Health and Human Services Agency; theory and practice of treatment modalities; and medical requirements and protocols.

ABILITY is required to schedule a number of activities, meetings, and/or events; routinely gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standard methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize a variety of job-related equipment. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific abilities required to satisfactorily perform the functions of the job include: Provide leadership and direction to assigned program; provide clinical expertise to mental health staff; set standards and meet goals; manage multiple budgets and contracts; maintain current knowledge of applicable provisions of applicable federal, state and district laws, rules and regulations; interpret, apply, and explain rules, regulations, policies, and procedures; analyze situations accurately and adopt an effective course of action; prepare comprehensive narrative and statistical reports; train and evaluate assigned staff.

Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; directing other persons within a department, large work unit, and/or across several small work units; and monitoring budget expenditures. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is a continual opportunity to impact the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 40% sitting, 30% walking, and 30% standing. The job is performed under a generally hazard free environment.

Education/Experience

Master's degree from an accredited university and/or college with major coursework in social work, psychology, counseling or a closely related field. Two years of experience in the behavioral health plan process (direct services, treatment plans, monitoring of progress, and termination of services), including experience providing mental health services to special education students. Bilingual (English/Spanish) desirable. Experience with students in grades K-12 in a public school setting in special education.

Required Testing

None Specified

Certificates & Licenses

Valid Licensed Marriage Family Therapist (MFT), or
Valid Licensed Marriage Family Child Counselor (MFCC), or
Valid Licensed Clinical Social Worker (LCSW), or
Valid Licensed Psychologist, or
Valid Licensed Educational Psychologist (LEP)

Continuing Educ./Training

None Specified

Clearances

Pre-placement Physical Exam; TB Clearance; and Criminal Justice Fingerprint/Background Clearance.

Sweetwater Union High School District programs and activities shall be free from discrimination based on age, gender, gender identity or expression, or genetic information, sex, race, color, religion, ancestry, national origin, ethnic group identification, marital or parental status, physical or mental disability, sexual orientation; the perception of one or more of such characteristics; or association with a person group with one or more of these actual or perceived characteristics." SUHSD Board Policy 0410