**School District of Santa Rosa County**

**Job Description**

**Assistant to Coordinator of Mental Health Services**

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| **Reports to:** Coordinator of Mental Health Services | **FLSA Status:** Non-Exempt |
| **Department:** Student Services | **Prepared by:** Human Resources |
| **Date:** August 1, 2019 | **Job Code:** 45040 |
|  | **Range:** 10 |

**Principal Duties and Responsibilities (Essential Functions):**

* Assist with the district’s mental health programs and services.
* Display confidentiality in dealing with sensitive issues related to mental health.
* Assist in all aspects of office management, preparation of documents including but not limited to those related to confidential mental health items, programs and services, and HIPAA/FERPA protected information.
* Communicate with multiple agencies to establish and maintain efficient and effective working relationships as well as other employees and stakeholders.
* Manage the scheduling of Youth Mental Health First Aid, prepare materials as needed and maintain accurate recordkeeping of YMHFA classes.
* Assist in facilitation of Youth Mental Health First Aid Trainings as needed.
* Assist with MTSS documentation and related issues.
* Manage all aspects of office operations.
* Respond independently and/or as directed in composing and preparing correspondence to constituents and staff.
* Obtain special reports and prepare a variety of reports and data as directed.
* Maintain files for correspondence, reports, and other school district documents including but not limited to employee, student, and parent confidential mental health issues, services and programs.
* Organize and/or attend staff meetings, other committee meetings, recording minutes as directed.
* Use effective communication strategies to interact with a variety of staff, agencies and teams.
* Prepare materials and processes related to mental health services provided to students, parents and employees.
* Assist in supervision of the office in the absence of the Coordinator of Mental Health.
* Perform other duties as assigned.

**Supervision Received:**

Coordinator of Mental Health Services

**Supervision Exercised:**

N/A

**Minimum Qualifications & Skills Required:**

Successfully complete a minimum of 48 semester college hours credited toward an Associate’s Degree and verified by college transcript.

**Preferred:**

* Experience in an educational or mental health related field
* Keyboarding skills, knowledge of basic data entry programs, and use of office equipment

**Physical Demands:**

Ability to lift light to moderate weight (up to 60 pounds). While performing the responsibilities of the job, the employee is required to talk and hear. The employee is often required to sit and use their hands and fingers to handle or feel. The employee is required to stand, walk, reach with arms and hands, climb or balance, and to stoop, kneel, crouch or crawl. Vision abilities required by this job include close vision. Mental acuity is necessary to perform essential job functions.

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**Terms of Employment:**

Approved Administrative Compensation Plan

Educational Support Salary Schedule

12-month

**Conclusion:**

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. However, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, and responsibilities or working conditions associated with the position.