

SCHOOL DISTRICT OF LEVY COUNTY

JOB DESCRIPTION

MENTAL HEALTH CLERK

QUALIFICATIONS:

- (1) High School Diploma or equivalent.
- (2) Prior experience preferred.
- (3) Type at a prescribed rate of 35 CWPM.

KNOWLEDGE, SKILLS AND ABILITIES:

Basic knowledge of clerical work including filing and record keeping. Basic computer skills. Ability to establish and maintain effective working relationships with other employees and the public.

REPORTS TO:

Immediate Supervisor

JOB GOAL

To contribute to the efficient operation of the school or District office.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

1. Keeping track of the mental health referrals, which include the name of the student, the name of the student's parent/legal guardian, the date of the referral, the date the referral was sent, whether the referral was sent to a school-based mental health provider, community-based mental health provider, agency or organization, and the name, contact information, and credentials of the provider when applicable.
2. Keeping track of students transitioning out-of-school for placements [i.e. baker acts, hospitalizations, rehabilitation placements, detention, etc.], and students returning or transitioning back to school from such placements. Information is to include student's name, placement facility, contact information, date of transition, and the requested treatment records. Documentation and data is to be provided to the school counselor and the school-based mental health service provider.
3. Collecting the monthly mental health reporting data from each schools, compile, and submit to the district School Safety Specialist and Director of ESE & Student Services. Maintain records for audit purposed.
4. Keeping track of Team Meetings that are scheduled to discuss at-risk students in need of mental health services, to include date, attendees, name of the students discussed and recommendations for treatment.
5. Checking new student registration forms for students listing a current or prior history of mental illness, keep records of these students, and disseminating this information to the school counselor, which include date, name of student, and the mental health condition listed.
6. Contacting providers to ensure referrals were received, and to request treatment information when it is needed for Team Meetings. Contact information is to be documented.
7. Perform other related mental health clerical duties as assigned.
8. Ability to work in a constant state of alertness and safe manner.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

CLERK (Continued)

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement Code 3

Group 4 of the ESP Salary Schedule

10 Month Employee

DOE Job Code 63093

Board Approval