

### Board of Education of the City of St. Louis CAREER OPPORTUNITY

Position Title:	Manager of Clinical Services		
Payroll/Personnel Type:	11 Month		
Job #:	8719		
Reports to:	Student Support Services		
Shift Length:	6.5 Hours a Day		
Union Eligibility:	Not Eligible		

#### **Position Summary:**

The Manager of Clinical Services works under the supervision of the Manager of Social Work Services and will support positive change in and intervention with students by organizing the implementation and monitoring of mental health services in schools. The Manager of Clinical Services provides services to support community partnerships targeting the social-emotional needs of students and families and school-based services. The Manager of Clinical Services utilizes their knowledge of the dynamics of human development and behavior and social, economic, and cultural considerations and the interaction of these factors.

#### **Essential Functions:**

- Provide supervision and consultation to school based staff implementing clinical services in the school environment
- Determine and use professionally sound procedures for referral, identification, diagnosis, caseload selection, treatment, and reevaluation
- Supervise clinicians implementing evidence-informed, trauma-informed interventions to treat psychosocial symptoms related to traumatic stress
- Provide clinical supervision under the rules and regulations set forth by the State Committee for Social Workers
- Perform additional professional responsibilities including parent conferences, attendance at inservices/professional development activities, eligibility meetings, classroom observation of students, and consultations with classroom teachers and other professional support personnel
- Conduct file reviews for clinical staff to ensure documentation compliance
- Maintain records as required by state and district requirements
- Remain cognizant of and comply with district, state and federal laws that govern delivery of special education services
- Provide professional development for clinical staff
- Attend workshops, in-services and staff meetings
- Perform all other duties as assigned by the Manager of Social Work Services

#### Knowledge, Skills, and Abilities:

- Working knowledge of mental health treatment modalities and services providers
- Ability to provide in-depth assessments and intervention options
- Ability to collaborate with school personnel and mental health professionals
- Knowledge of community/mental health resources
- Ability to work effectively as a member of a multi-disciplinary team
- Ability to apply principles of logical thinking to define a problem, collect data, draw a valid conclusion, develop and execute a treatment plan to achieve progress
- Ability to effectively express ideas orally and in writing
- Ability to collaborate and build relationships and understand what motivates others

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- Knowledge of School Board Policies, procedures, and standards regarding elementary and secondary education
- Knowledge of Missouri State Statutes and the Missouri Department of Elementary and Secondary Education Standards
- Knowledge of the organization and communication channels of a school system

#### Experience:

- Post-graduate experience working with children and adolescents and providing therapeutic services
- Training or experience in trauma informed treatment
- Supervision or management experience preferred

#### **Education:**

- Master's degree in mental health counseling, psychology, or social work
- State of Missouri LCSW

#### **Physical Requirements:**

- Must be physically able to operate a motor vehicle
- Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body
- Light work usually requires walking or standing to a significant degree

#### **Working Conditions and Environment:**

- Work is routinely performed in a typical interior/office environment
- Very limited or no exposure to physical risk

#### **Disclaimer:**

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

<u>Review/Approvals:</u>			
Employee	Date	Immediate Supervisor	Date
Human Resources	 	ate	



## Board of Education of the City of St. Louis CAREER OPPORTUNITY

In connection with hiring for this position the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status or national origin.