

TITLE	CLASSIFICATION	SALARY RANGE
Manager, Student Health Services, Mental Health Programs	Management Team Classified Administrator Categorically Funded	23

SCOPE OF POSITION:

Under the direction of the Director, Student Health Services, and working within a public health framework, develop, administer, coordinate and evaluate direct and preventative mental health services and programs for students; perform a variety of complex administrative, technical, and confidential tasks; provide, and coordinate mental health crisis intervention; provide consultation to staff regarding students; ensure compliance with Federal and State regulations and mandated reporting requirements; hire, train, supervise and evaluate the performance of assigned staff.

KEY DUTIES AND RESPONSIBILITIES:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Plan, coordinate, implement and evaluate student mental health services, policies, and programs for Sonoma County Junior College District; develop policies and procedures, and ensure quality control of programs and services; ensure compliance with Federal and State regulations and mandated reporting requirements.
2. Provide and coordinate mental health crisis intervention including work with threat assessment, and serve as lead mental health professional for the Crisis Intervention Resource Team; collaborate with staff in the development, implementation and evaluation of District and departmental crisis intervention and threat assessment protocols and procedures, and prevention activities; consult with administration, faculty, and staff regarding mental health issues of students.
3. Evaluate, treat and manage acute and serious psychological disorders; maintain confidential records of mental health therapy sessions and treatments including records provided by department staff.
4. Collaborate with the Director on departmental program review planning process, student learning outcomes assessment; student health needs assessments and other quality improvement projects; prepare reports of mental health services activities, utilization statistics and outcome measures.
5. Train, supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; recruit, select, and conduct orientations for new psychological trainees.
6. Coordinate and administer the District's psychology internship program, including intern training, individual and group supervision, case management, and liaison work with graduate program staff.
7. Direct the preparation and maintenance of narrative and statistical reports and records related to personnel and assigned activities.
8. Communicate with faculty, staff, students and external organizations to coordinate activities and programs, resolve issues and exchange information; collaborate with community mental health agencies.
9. Supervise the development and preparation of the budget for mental health programs in Student Health Services, including Student Psychological Services (SPS) and Prevention and Early Intervention (PEI); analyze and review budgetary and financial data; authorize expenditures in accordance with established limitations; prepare applications for and administer mental health grants.
10. Serve as the Director in the absence of the Director.

KEY DUTIES AND RESPONSIBILITIES – Continued

11. Coordinate and administer the Prevention & Early Intervention Program in Student Health Services including developing, implementing, and evaluating education and outreach activities on the prevention, recognition, and treatment of psychological and behavioral problems; collaborate in prevention work with others in the college and community.
12. Engage in professional development activities on an ongoing basis.

KNOWLEDGE OF:

1. Management of college student mental health programs.
2. Principles, terminology, practices, procedures and techniques related to mental health, crisis intervention, consultation, screening, assessment and treatment functions.
3. College, State and Federal standards and requirements governing clinical supervisors and trainees in mental health services.
4. Applicable laws, codes, regulations, policies and procedures
5. Preventative mental health theory and practice.
6. Public health agencies and local health care resources.
7. Budget preparation and control.
8. Oral and written communication skills.
9. Principles and practices of administration, record-keeping, supervision and training.
10. Applicable laws, codes, regulations, policies and procedures.
11. Interpersonal skills using tact, patience and courtesy.
12. Philosophy and objectives of the California Community College system.
13. Modern office procedures, methods, and equipment including computers and applicable software and media technology.

ABILITY TO:

1. Develop, administer, coordinate and evaluate mental health services for college students.
2. Ensure compliance with Federal and State regulations and mandated reporting requirements.
3. Train, supervise and evaluate the performance of assigned staff.
4. Participate in the activities and services offered in the Student Health Services program.
5. Communicate effectively both orally and in writing.
6. Maintain accurate and complete records and prepare clear and concise reports.
7. Interpret and apply applicable federal, State, and District policies, laws, and regulations including application of legal and ethical standards of licensed mental health professionals.
8. Establish and maintain cooperative and effective working relationships with others, within Student Health Services and in the District and community.
9. Operate a computer and assigned office equipment.
10. Analyze situations accurately and adopt an effective course of action.
11. Meet schedules and time lines.

ABILITY TO – Continued

12. Work independently with little direction.
13. Plan and organize work.
14. Direct the maintenance of a variety of reports, records and files related to assigned activities.
15. Demonstrate sensitivity to, and respect for, a diverse population.
16. Evaluate, treat, and manage acute and serious psychological disorders.
17. Assist in the development, administration, and implementation of program goals, objectives, and procedures for Student Health Services and the District.

QUALIFICATIONS:

Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by the supervising administrators, in coordination with the department where the vacancy exists, if needed.)

EDUCATION:

Licensed Psychologist

EXPERIENCE:

Increasingly responsible experience providing mental health services.

Demonstrated experience in clinical supervision of mental health providers/trainees.