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| Job Title: | | **Mental Health Coordinator** | | FLSA Code | Exempt |
| Reports To: | | Mental Health Facilitator | | School Base | Instructional |
| Location: | | MAT/MAC/SMA | | Details | 10 month  \*Grant funded position for 2021-2022 and 2022-2023 school years |
| Salary Range | | xxxxxx-xxxxxx | | Department: | GL Code for Payroll purpose |
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| TO APPLY Submit Cover Letter and Resume by E-mail to:  email: [jobs@mckeelschools.com](mailto:jobs@mckeelschools.com)  **Attention:** Employee Relations | | | Mail:  Human Resources  The Schools of McKeel Academy  1810 West Parker Street  Lakeland, FL 33815 | | |
| Job Description | | | | | |
| **Job Purpose** This position exists to provide counseling and consultation to emotional/behavioral students. Duties are performed under the direction of the TSMA Mental Health Facilitator. **Essential Functions of this Job** Provides ongoing counseling and consultation to emotional/behavioral students for the purpose of increasing positive behaviors. Assists in the development and implementation of a behavior system based on positive reinforcement. Confers with other medical professionals as necessary.  Intercedes on behalf of students and their families to assure coordination of community-based service system. Maintains current documentation and clinical notes on students seen. Provides classroom instruction on the affective domain and social skills in conjunction with the classroom teacher.  Observes established school philosophy, policies, and regulations. Follows adopted policies and procedures in accordance with TSMA priorities. Conducts oneself in the best interest of students in accordance with the highest traditions of public education and in support of the TSMA Mission Statement. **Non-Essential Functions of this Job** Performs other duties as assigned. **Knowledge, Skills and Abilities** Demonstrated ability to provide individual, group and family therapy. Demonstrated ability to provide individual and group social skills training. Bilingual/biliterate preferred. **Education, Experience and/or Certification/License Requirements** Graduation from an accredited college or university in a mental health (or related) field preferred; a bachelor’s degree is required. Youth Mental Health First Aid) certification must be obtained within one year of placement in the position. Experience in gathering and analyzing data is preferred. Participating in crisis intervention and collaborative teaming is required.  Active license as a mental health professional preferred (Licensed Mental Health Counselor, Licensed Clinical Social Worker, Licensed Marriage and Family Therapist or Licensed Clinical Pathologist) as defined in Florida Statutes, Chapters 490 and 491. Applicants not licensed should be working towards a mental health counseling degree and licensing.  Must attend required trainings and professional development as deemed necessary by TSMA Mental Health Facilitator. **Work Context** Requires some sitting and standing, walking and moving about to coordinate work. Requires the use of alternative communication systems, such as electronic mail, telephones and computers. Requires coordination of work tasks to establish priorities, set goals and meet deadlines. Requires face-to-face discussions and contact with individuals and/or teams. Requires work with students, internal and external contacts, and with the public. **Physical Environment** Requires working indoors in environmentally controlled conditions. Requires sitting for the majority of the day, and the ability to lift, carry, move and/or position objects infrequently weighing up to 20 pounds. Requires travel to schools and worksites within the district. | | | | | |
| Reviewed By: | AMudge | | | Date: | 12152021 |
| Approved By: | MSpurgeon | | | Date: | 12152021 |
| Last Updated By: | KGingras | | | Date/Time: | 12152021 |