

Telephone: 906-863-5665



Fax: 906-863-7776

JOB POSTING

POSITION: **MENTAL HEALTH SPECIALIST**

QUALIFICATIONS: School Mental Health Specialists must hold the appropriate Michigan certification and/or credentials. This includes a licensed master's level Professional Counselor, a licensed master's level Social Worker, a licensed master's level School Social Worker, a licensed master's level School Psychologist or a licensed master's level Psychologist.

SALARY: Commensurate with education and experience

REPOSTING DATE: October 16, 2023

APPLICATION

DEADLINE: Until filled

START DATE: 2023-24 School Year

Send cover letter/resume/credentials/transcripts to:

Janene Salewsky – HR/Office Manager-Menominee County ISD
1201 41st Avenue, Menominee, Michigan 49858
careers@mc-isd.org



Telephone: (906)863-5665

Intermediate School District

Fax: (906)863-7776

1201 41st Avenue

Menominee MI 49858

www.mc-isd.org

TITLE: Mental Health Specialist

QUALIFICATIONS:

Mental Health Specialists must hold the appropriate Michigan certification and/or credentials. This includes a licensed master's level professional counselor, a licensed master's level social worker, a licensed master's level school social worker, a licensed master's level school psychologist or a licensed master's level psychologist.

REPORT TO: MCISD General Education Director

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The Mental Health Specialist will be responsible for:

- Identifying appropriate referrals for the team to engage.
- Providing individual and group mental health support sessions with students
- Triage prospective referrals and decide with the mental health staff how to prioritize interventions for identified students.
- Helping the school personnel understand the role of the mental health staff in this project.
- Facilitating connections between the identified students' families, CMHP, and the ISD staff
- Gathering outcomes to monitor the effectiveness of the program.
- Be an active part of the school intervention team
- Upon request, provides professional learning and consultative services to local educational staff
- Perform other duties as assigned

REQUIREMENTS:

- Maintain confidentiality; Regular and reliable attendance; Daily travel
- Understand and embrace the inclusion of all students
- Possess valid driver's license and maintain all required professional licensure
- Pass all required background checks
- Ability to work independently and as part of a team
- Ability to communicate effectively at all organizational levels; Excellent verbal and written skills
- Ability to multitask; Ability to carry out duties as assigned
- Ability to complete assigned tasks with and without direct supervision
- Ability to integrate technology into everyday work flow

- Ability to develop and maintain successful working relationships with students and school staff
- Ability to define problems, collect data, establish facts and draw valid conclusions
- Ability to explain and demonstrate appropriate intervention techniques to reach all learners
- Practice safe work habits; Adapt to frequent changes in work environment
- Knowledge of special education policy and law
- Timely documentation
- Ability to lift/carry items up to 50 pounds, frequent walking, standing, sitting, going up/down stairs
- Occasional home visits to provide services and/or obtain information to assist with evaluations
- Occasional irregular or extended work hours to meet multiple demands
- Carry out the mission and values of the MC-ISD
- Be student centered and advocate for students

TERMS OF EMPLOYMENT: In accordance with Employee Contract.

EVALUATION: Performance will be evaluated in accordance with provisions of the Board Policy.

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position. I further certify that I am aware of and have the opportunity to review the Menominee County Intermediate School District Bylaws and Policies which are housed in the Superintendent and Departmental Offices during normal business hours.

Signature

Date

Notice of Non-discrimination

It is the policy of Menominee County Intermediate School District not to discriminate on the basis of race, color, national origin, gender/sex, age, disability, height, weight, marital status, or lack of English language speaking skills, in its programs, services or activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Human Resources/Office Manager, 1201 41st Ave, Menominee, MI, 49858. (906) 863-5665. MCISD is an E.O.E.