CLARK COUNTY SCHOOL DISTRICT
HUMAN RESOURCES DIVISION

SB 515 – SOCIAL WORKER/MENTAL HEALTH ASSISTANT

Class Code: 4219
Job Family: Para-Professional/Aides/Assistants
Classification: Support Staff
Terms of Employment: Pay Grade 51 on the Support Staff Salary Schedule
FLSA STATUS: NON-EXEMPT

POSITION SUMMARY:
Under general supervision, assists licensed professional with providing direct services to students and families, linking children, youth, and families to community agency resources, providing Response to Instruction (RTI) Intervention, and aligning services to meet the educational needs of all students related to Senate Bill (SB) 515.

ESSENTIAL DUTIES AND RESPONSIBILITIES:
This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Maintains open communication and interaction between school staff, students, and parents/guardians to identify barriers affecting students' adjustment, ability, attendance, behavior, and school performance, and to provide appropriate intervention.
2. Interprets compulsory education laws and Clark County School District attendance regulations, decisions, policies, and procedures to students and parents/guardians.
3. Conducts home visits and meets with families regularly.
4. Assists in developing and facilitating weekly support groups and provides students with strategies to cope with and overcome challenges impacting school performance.
5. Reports incidents concerning suspected child abuse, neglect, hazardous health conditions, and/or substance abuse to school administration and juvenile authorities.
6. Communicates, coordinates, identifies, informs, and mobilizes school, local businesses, and community resources to enable students to learn as effectively as possible in the educational setting.
7. Encourages student and parent/guardian participation in school activities.
8. Provides transportation for students and parents/guardians from/to their home in the event of illness, injury, School Bell, and other school related needs.
9. Assists in the developing, coordinating, and facilitating parent support groups, trainings and activities (i.e., Strategies for Parents for Monitoring Academic Progress, Parenting Tips for Monitoring Electronic Media, etc.).
10. Attends and participates in department meetings, in-services, and trainings.
11. Plans, conducts, and participates in educational workshops and presentations.
12. Attends all required Nevada Department of Education training.
13. Employs all Senate Bill 515 requirements.
14. May serve as a member of school teams and provides information related to planning for the educational needs of children.
15. May serve as liaison between the District and other agencies.
16. May be required to respond to emergencies after assigned work schedule.
17. May administer Cardiopulmonary Resuscitation (CPR)/Automated External Defibrillator (AED), as necessary.
18. Conforms to safety standards, as prescribed.
19. Performs other tasks related to the position, as assigned.

DISTINGUISHING CHARACTERISTICS:
Involves assisting students, parents/guardians, and school staff in resolving concerns associated with student attendance and school performance, positively impacting school climate, and assisting with the implementation of bullying legislation.
KNOWLEDGE, SKILLS, AND ABILITIES (Position Expectations):
1. Knowledge of behavior management principles including data collection and analysis.
2. Knowledge of community-based mental health services and mental health providers within Clark County.
3. Knowledge of mental health diagnoses and potential behavior manifestations.
4. Knowledge of Senate Bill 504.
5. Knowledge of and ability to rely on training in systems theory, advocacy, and cultural competence, as well as the Code of Ethics set by the National Association of Social Workers, School Social Workers/Mental Health Professionals to provide all students related to the terms of SB 515.
6. Knowledge of assertive discipline and positive parenting skills.
7. Knowledge of Nevada laws, and District regulations, procedures, and practices related to student attendance.
9. Ability to plan, develop, and implement transition services and supports for students.
10. Ability to maintain confidentiality of information.
11. Ability to communicate effectively in both written and verbal form, to develop rapport and gain cooperation of students, parents, school personnel, and hospital treatment teams.
12. Ability to judge when to act independently and when to refer situations to an administrator.
13. Ability to judge potentially dangerous and/or unsafe situations and respond appropriately.
14. Ability to encourage students to maintain good attendance throughout the school year.
15. Ability to recognize and appreciate cultural differences, and maintain respect for cultural different backgrounds.
16. Ability to interpret and explain District policies and procedures as they relate to the position.
17. Ability to learn basic computer applications.
18. Ability to prepare and give accurate written and/or oral reports, and review and interpret the reports of others.
19. Ability to learn student, parent/guardian, and staff names and faces.
20. Ability to recognize and report hazards and apply safe work methods.
21. Possess physical and mental stamina commensurate with the responsibilities of the position.

POSITION REQUIREMENTS:
Education, Training, and Experience:
1. High school graduation or other equivalent (i.e., General Educational Development (GED), foreign equivalency, etc.).
2. A Bachelor’s degree from a regionally accredited college or university; plus, one (1) year experience working in schools and/or community setting.

Licenses and Certificates:
1. Certification, licensure, and/or verification of status as a Licensed Clinical Social Worker, Social Worker Intern with Supervision, Licensed Clinical Psychologist, Psychologist Intern with Supervision, Licensed Marriage and Family Therapist, Marriage and Family Therapist Intern with Supervision, Licensed Professional Counselor of Mental Health, or Community Health Worker (CHW).
2. A valid driver’s license that allows the applicant/employee to legally operate a motor vehicle in Nevada. License must be maintained for the duration of the assignment.
3. Copy of current driving history issued by the Department of Motor Vehicles at time of application or Qualified Selection Pool (QSP) placement and at time of interview prior to final selection.
4. Current Cardiopulmonary Resuscitation (CPR)/Automated External Defibrillator (AED) certificate from the American Heart Association, American Red Cross, or other similar organization. Certification must be maintained for the duration of the assignment. Certification training must be in-person and include a hands-on component. Online courses will not be accepted.
DOCUMENT(S) REQUIRED AT TIME OF APPLICATION:
1. High school transcript or other equivalent (i.e., GED, foreign equivalency, etc.).
2. College transcript(s).
3. Certification, licensure, and/or verification of status, as listed above.
4. A valid driver’s license that allows the applicant/employee to legally operate a motor vehicle in Nevada.
5. Copy of current of driving history issued by the Department of Motor Vehicles.
6. Current Cardiopulmonary Resuscitation/Automatic External Defibrillator certificate as indicated above.
7. Specific documented evidence of training and experience to satisfy qualifications.

EXAMPLES OF ASSIGNED WORK AREAS:
Clark County School District - school campuses (offices, classrooms, corridors, libraries, cafeterias, playgrounds/ball fields, gymnasiums), visitations to homes, community, and/or agencies.

WORK ENVIRONMENT:
Strength: Light - Exert force to 10 lbs., occasionally.

Physical Demands: Frequent sitting, standing, walking, pushing, pulling, carrying, crawling, stooping, kneeling, crouching, reaching, handling, repetitive fine motor activities, climbing, and balancing. Mobility to work in a typical office setting and use standard office equipment. Stamina to remain seated and maintain concentration for an extended period of time. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. Vision: Frequent near and far acuity, and color vision. Vision to read printed and online materials, a Video Display Terminal (VDT) screen, or other monitoring devices.

Environmental Conditions: Varies from a climate-controlled office setting to work outside with temperatures ranging from mild/moderate to extreme cold/heat. Exposure to noise levels ranging from moderate to loud for occasional to frequent time periods.

Hazards: Frequent electrical shock hazards. Furniture, playground/office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment).

EXAMPLES OF EQUIPMENT/SUPPLIES USED TO PERFORM TASKS:
District-issued/personal vehicles, copy machines, computers, fax machines, telephones (cellular, hand held, pagers), etc.

Affirmative Action/Equal Opportunity Employer

This employer does not knowingly discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, or national origin.