

**RIPON AREA SCHOOL DISTRICT
Job Description**

Department:	Student Services
Job Title:	Mental Health Navigator (Mental Health Grant)
Qualifications:	Qualified applicants will have or are working toward a degree in Counseling or Social Work. He/she will understand the challenges that children and families face in dealing with mental illness, understand how to connect families with resources, and how to evaluate provided services. This position is right for a person studying in the fields of School Counseling and School Social Work as well as other Human Services Fields.
Experience:	1-2 years experience working with families with mental health needs is a plus, but not required. Specific licensure is not required.
Reports to:	Director of Student Services
Job Goals:	The overarching goal of this grant is to develop a comprehensive system of partnerships, processes, and programs that support student mental health.

Essential Job Functions/Responsibilities:

1. Formulate a schedule and designated resources for implementing Social Emotional Learning curricula.
2. Develop a partnership with community mental health entities that establishes processes and protocols for inter-agency communication, referrals, and treatment of district students
3. Schedule district-wide training for staff on newly available mental health resources, and regular updates on district/community mental health partnerships available to students and their families
4. Document trainings and maintain rosters of attendees. Survey staff regarding their attitudes toward the trainings and information provided.
5. Develop a means to provide parents with information about access to district and community mental health resources, as well as information and activities to help their children build resilience
6. Build a bank of regularly updated online mental health resources, and make them available to staff, students, family members, community stakeholders, and community mental health partners
7. Notify all school based mental health providers of the requirement to collect the number of students who have received contacts with School Based Mental Health Providers, and will create a temporary process and forms for such reporting.
8. Notify all school district personnel of the temporary process for referring students for mental health services to school based mental health providers or community mental health providers, and the need to advise the Mental Health Navigator of such referrals
9. Contact all community mental health providers to inform them of the district's responsibility and desire to accurately report such contacts by and with district students.

10. Formalize a system to collect data on the number of students who have received mental health services contact with School Based Mental Health providers and Community Mental Health providers
11. Attend the Community Coalition on Youth Mental Health monthly meetings and participate in working with these partners to develop a referral process that provides ready access to students and families to a range of mental health services and providers.
12. Communicate a warm, caring and respectful atmosphere to visitors, staff and community members that focus on quality customer service.
13. Remain free of any alcohol or illegal substance in the workplace throughout employment in the District.
14. Perform other duties as assigned.
15. Serves as a positive role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
16. Will remain free of any alcohol or illegal substance in the workplace in compliance with Policy 3122 throughout his/her employment in the District.

Terms of Employment: Part-time, One-Year Contract for the 2018-19 School Year

Evaluation: Performance shall be evaluated in accordance with provisions of the Board of Education policy.

_____ I certify that I have read and understand the attached Physical Demand Addendum for Mental Health Navigator as demonstrated by my signature on the addendum.

I read and understand this job description and can fulfill the essential functions listed.

Signature

Date

Print Name

PHYSICAL DEMAND ADDENDUM

Mental Health Navigator

PHYSICAL	DEMANDS
Walking.....	Frequently
Sitting/Standing.....	Frequently
Climbing.....	Occasionally
Crawling/Kneeling.....	Occasionally
Bending/Stooping/Crouching.....	Frequently
Twisting/Turning movement.....	Frequently
Reaching.....	Occasionally at/above shoulder height
Reaching.....	Frequently below shoulder height
Pulling/Pushing.....	Occasionally 10 pounds or more
Lifting.....	Occasionally 10 pounds or more
Carrying.....	Occasionally 10 pounds or more

Communication with students, staff, and the community; hearing must be within the range of normal human conversation. Visual acuity to prepare and read reports Verbal communication skills for interacting with students, families, staff, and the general public Computer input and filing; manual dexterity for operating standard office equipment Work Environment: Subject to constant interruptions Fast-paced environment High level of activity. May be exposed to infectious disease.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct and control the work of employees under supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind of difficulty.

I have read and understand this physical demand addendum and can fulfill the essential functions as listed.

Signature

Date