



child parent institute

building brighter futures for our children and families

Job Description

Position Title: School-Based Mental Health Staff (BBS registered therapist, intern or trainee)

Department: Trauma-Informed Educational Services

Reports to: Trauma-Informed Educational Services Director

ABOUT THE ORGANIZATION

The mission of the Child Parent Institute is to end child abuse and strengthen the health of children, parents and families.

The Child Parent Institute is a leading Sonoma County nonprofit that implements programs to support our mission. These programs include:

1. Parent Support Services – which provides a wide range of parent education and support services. These services include parenting classes; in-home parenting support; divorce education and support services; supervised visitation; perinatal mood disorder program and resource assistance.
2. Children’s Counseling Services – our counseling services provide comprehensive mental health services to children from birth to age 18. These services include: individual; group and family therapy.
3. Trauma Informed Educational Services /New Directions – we operate a non-public school serving students grades 5 through 12 in need of trauma-informed education with intensive academic and counseling support. We also provide school-based counseling services in schools focused on working with students who have been victimized.
4. Creative Arts – we are expanding access to the arts to help prevent and reduce many of the negative effects of poverty on children and youth. We provide art therapy groups; theatre; creative writing; movement; storytelling and music on school campuses as well as places where families and children receive services.
5. Advocacy – through coordination of our local Child Abuse Council, we advocate for policies that support families and protect children.

CPI has an annual operating budget of approximately \$5 million and is supported by over 100 staff, interns, and consultants and more than 80 volunteers. The Child Parent Institute operates a campus in Southwest Santa Rosa in Sonoma County. More information is available at: www.calparents.org

Child Parent Institute
3650 Standish Ave • Santa Rosa, CA 95407 • (707)585-6108 • www.calparents.org

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OVERALL SUMMARY

School-Based mental health staff's primary responsibility is to provide behavioral health services with schools and school districts throughout Sonoma County. The School-based program mental health staff is responsible for providing individual, family, and group services on school campuses located within Sonoma County. This staff position is also responsible for coordinating case management activities in accordance with federal, state and local standards, guidelines, regulations and established policies and procedures of Child Parent Institute. Each Intern Therapist and/or Trainee will be provided with group and individual supervision by a Clinical Supervisor as required by their licensing board.

Essential Competencies/Functions

Essential Functions:

- Demonstrated competencies in school based settings;
- Demonstrates knowledge and understanding of the impact of trauma on children and how it influences behaviors on campus;
- Demonstrated knowledge of child development, cultural influences, and family dynamics;
- Demonstrated competencies in treatment of trauma, domestic violence and child abuse;
- Demonstrates competencies in continuous improvement, accountability, and teamwork.
- Demonstrates competencies in community outreach;
- Interpersonal skills: cooperates and collaborates effectively. Displays a professional demeanor. Promotes a cohesive, team-oriented environment. Ability to work effectively with a wide range of personnel and clients in a diverse community;
- Communications: express ideas clearly, concisely and effectively, both orally and in writing. Practices effective listening skills. Positively represents CPI to clients, employees, and outside contacts;
- Time management skills and organization skills.
- Conducts initial assessment of new clients. Develops master client plans in timely manner. Follows program policies and procedures utilizing appropriate assessments and input from the clinical supervisor and treatment team.
- Reviews and updates treatment plans as prescribed in the program policies and procedures
- Conducts individual, family, and group sessions within the scope of practice
- Enters progress notes on a daily basis for all clients within caseload
- Complete timesheets accurately and legibly and on time.

Communication

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- Able to work collaboratively with the Behavioral Health Services Director and the New Director Principal/Director to establish plan on school communication/outreach.

Strategic Planning

- Works collaboratively with the Behavioral Health Services Director and the New Director Principal/Director to create and implement annual work plan for program.

Other Duties

- Complete additional duties as assigned.

ESSENTIAL REQUIREMENTS & QUALIFICATIONS

- Possesses current License/Intern/Trainee Registration number with BBS
- In school and/or Master's degree in Psychology, Counseling, Social Work, or closely related field from an accredited program.
- Minimum of one (1) year experience in the mental health field.
- Experience working with children ages one (1) through eighteen (18)
- Experience in a social service or non-profit mental health agency recommended.
- Knowledge and understanding of professional legal and ethical obligations.
- Knowledge and experience in working with diverse populations, utilizing culturally competent, strength-based strategies.
- Ability to work a flexible schedule, including evening and weekend hours.
- Ability to perform age appropriate psychosocial assessments, develop treatment plans, interprets findings and treatment goals to clients and families.
- Ability to work with others effectively in order to accomplish tasks and functions.
- Maintain strict confidentiality guidelines regarding all clients, conversations and referrals.
- Understanding of financial and productivity standards of agency/department.
- Ability to use clinical supervision to enhance professional growth and examine clinical work.
- Proficient in PC programs, i.e. Windows and MS Word.
- Knowledge of Medi-Cal paperwork and CANS certified a plus.
- Excellent written and verbal communication skills
- A commitment to the mission and values of the organization.
- Flexible and able to adjust to changing priorities...
- Desired/Preferred:
- Multilingual/multicultural skills highly desirable.
- Preferred: experience working with victims of child abuse or childhood trauma
- Knowledge/experience with parenting issues, child development and resources for low-income families required.
- Knowledge of psychological trauma and its impact on individuals and communities highly required.
- Position Specifications
- Full-time (30 - 40 hours per week)
- Non-Exempt

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- Typical Working Conditions:
- This position requires a car as driving to school sites within Sonoma County an integral piece of job. When on site works in a standard office.
- Equipment Used:
- Computer, copier, fax, phone.
- Essential Physical Tasks:
- Keyboarding and use of office equipment.
- Travel in the county.

Child Parent Institute is committed to workforce diversity. Qualified applicants will receive full consideration without regard to age, race, color, religion, gender, sexual orientation or national origin.

CPI requires all employees to pass a criminal history background check as determined by fingerprinting by the Department of Justice. Federal law requires proof of eligibility to work in the United States of America.

Qualified candidates should submit a resume and a detailed cover letter to Allie Hole, Human Resources Manager at allieb@calparents.org

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