



Township of Union Public Schools

MANAGER OF SCHOOL-BASED CLINICAL SERVICES TOWNSHIP OF UNION PUBLIC SCHOOLS (TUPS)

Job Description

TITLE: MANAGER OF SCHOOL-BASED CLINICAL SERVICES

QUALIFICATIONS:

1. Master's degree in Social Work (LCSW) or Counseling (LPC level)
2. New Jersey Clinical Supervision Certification
3. New Jersey State License for any of the following:
 - a. Licensed Clinical Social Worker
 - b. Licensed Professional Counselor
4. License must be in good standing
5. Must submit a copy of the License with the application
6. Experience with clinical supervision preferred
7. Experience in managing a HIPPA Compliant Database
8. Demonstrate a combination of clinical expertise, strong interpersonal skills, and a deep understanding of the population served

REPORTS TO: Superintendent or Designee

JOB GOAL: To effectively oversee and coordinate school-based clinical mental health programs and supports while ensuring the delivery of high-quality mental health services to students, collaborating with clinical staff, district, and community stakeholders to enhance the effectiveness and accessibility of mental health services within educational settings.

PERFORMANCE RESPONSIBILITIES:

- Directs and manages an effective clinical school-based service delivery team using applicable principles of Social Work and/or Counseling
- Manages clinical staff
- Manage a HIPPA Compliant Database
- Supports evaluation of program services to enhance student outcomes and acts as a positive change agent to implement clinical initiatives to increase the quality of student educational performance

- Establish protocols in HIPPA and Ethical Standards and ensure that mental health clinicians comply with HIPPA
- Facilitates the overall development and implementation of a comprehensive, individualized plan of treatment in conjunction with other mental health clinicians
- Provide therapeutic services and support for students in ongoing crisis or at risk for a crisis situation
- Develop proactive measures to assist students who are at risk
- Collaborate with administration, school counselors, child study teams, and /or classroom teachers in the development of strategies that are designed to assist an identified student at-risk
- Provide advice and input to the school regarding potential or pending student disciplinary actions
- Provide ongoing group counseling, incorporating a psychosocial skills component
- Maintain clinical documentation, i.e. logs, goals etc.
- Meet with students per emergent need
- Liaison to community resources for students
- Conduct parent support groups when needed
- Work with parents to address home issues that contribute to the crisis situation
- For students on caseload - provide crisis evaluations as needed, complete and make determination regarding status to return to school as mental health professional
- Provide professional development
- Attend/contribute to IEP meetings when needed
- Follows up to determine reliability and validity of interventions and therapeutic supports used; makes recommendations regarding modification to services and service delivery.
- Conducts staff meetings and team conferences; leads team meetings at a minimum once per month and as needed
- Participates in, leads, and/or coordinates training sessions and workshops to enhance treatment skills.
- Maintains current knowledge base on counseling issues
- Maintains educational requirements for licensure
- Complete other duties and assist in other areas as needed at the direction of the Superintendent and or Assistant Superintendent

TERMS OF EMPLOYMENT: Salary and work year are to be determined by the Superintendent & Board of Education., in accordance with the collective bargaining agreement between the Board of Education and the Central Office Personnel

ANNUAL EVALUATION: The performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluations.

Approved by: Township of Union Public Schools

Date:

Reviewed and Agreed to by:

Date:

LEGAL REFERENCES:

N.J.S.A. 1BA:6-7.1

Criminal history record

N.J.S.A. 18A:16-2

Physical examinations: requirement

N.J.A.C. 6A:32-6

School employee physical examinations

Immigration Reform and Control Act of 1986, 8 U.S.C.