



Job Title: Mental Health Coordinator
Reports To: Senior Director of Mental Health and AmeriCorps
Location: Central Office – Lewisville, TX
Duty Days: 206
Type: Full-Time Exempt
Industry: Non-Profit, Social Services, Education
Starting Salary: \$50,000 with consideration for education, professional licensure and experience.

About Communities In Schools of North Texas:

Communities In Schools of North Texas is part of a national organization, Communities In Schools®, that ensures every student has what they need to be successful in school and life. We believe that relationships are foundational to unlocking a student’s full potential. Working directly in schools across Cooke, Denton, and Wise Counties, we connect students to caring adults and community resources that help them overcome the barriers that stand between them and a brighter future. We are seeking a passionate, committed, and value-oriented individual to join our team.

Primary Purpose:

The Communities In Schools of North Texas (CISNT) Mental Health Coordinator is responsible for the successful implementation of mental health services, under the guidelines of improving academic achievement through mental health support. The individual will coordinate mental health direct services, as well as community and school district events, and training opportunities to provide increased, holistic support services to both clients and service providers. The individual will facilitate parental involvement with at risk students and family members for the purpose of decreasing dropout rates, and increasing student academic performance, behavior, attendance, grade level promotion and graduation from high school rates. The CISNT Mental Health Coordinator works under the supervision of the Senior Director of Mental Health and Partnerships to provide case management for students and families served. On a campus with a CISNT Site Coordinator, the Mental Health Coordinator provide supportive guidance and counseling, as well as a variety of service under a three-tiered service model, ranging from acute to chronic support, to student class or school assemblies to address wide-spread concerns or initiative. The Mental Health Coordinator with document services provided. The Mental Health Coordinator will assess the socio-emotional wellbeing, mental health, as well as social service and academic needs of the students referred to the program and may conduct home visits and contact local and state authorities using their professional discretion when children are at-risk.

Qualifications:

Minimum Education/Certification:

- Master’s Degree in a Social Work or Counseling required.
- Licensure in mental health field required- LMSW, LCSW, or LPC preferred.
- Minimum of three years of experience working with children and adolescents required.

Special Knowledge/Skills:

- Ability to exercise discretion and independent judgment on significant matters directly related to the agency’s model, programs, staff, and children/students who are served by CISNT.

- Administrative skills required to supervise and support a group of professionals with varying personalities and numerous job responsibilities.
- Advanced knowledge to analyze, interpret or make deductions from varying facts or circumstances.
- Ability to collaborate in a highly team focused environment.
- Excellent written and oral communication skills and strong interpersonal skills
- Maintain professional appearance and attitude.
- Experience with decision making in a highly collaborative environment.
- Strong financial management skills
- Strong computer skills
- Ability to work in a fast paced, fast changing environment and be multi-tasked oriented.
- Understanding of grant management and reporting
- Strong understanding Communities In Schools research-based model and case management
- Exhibit a commitment towards the CISNT mission, vision, and strategic plan.

Major Responsibilities and Duties:

The CISNT Mental Health Coordinator will coordinate programming with the Senior Director of Mental Health and Partnerships to ensure direct mental health support is provided for students and families served. The individual will assess case-managed students for continued or emergent mental health needs and will provide acute and chronic support as well as refer students for long-term support to community organizations or hospitals when necessary. The Mental Health Coordinator will work closely with the CISNT Site Coordinators as well as school counselors, principals, and staff to provide high-quality, intentional support to students who have mental health barriers to academic achievement. The Mental Health Coordinator will observe CISNT policies and procedures and will provide ongoing evaluation support and guidance as needed.

Campus Service Delivery Plans

The Mental Health Coordinator will work closely with the CISNT Site Coordinator at each school campus to develop a Campus Service Delivery Plan for Mental Health to ensure all CISNT components are addressed adequately and realistically, and that all plans are completed on schedule. The individual will be responsible for completing evaluations and summary reports as required by all funders.

Program Development

- The individual will coordinate the development of new programming with the Senior Director of Mental Health and Partnerships in support of proposals to sustain and/or expand programs funding.
- Retain knowledge of and adhere to federal, state, grant, CISNT, and ISD policies and guidelines.
- Communicate on a regular basis with school principals, funders and contractors to ensure compliant, seamless delivery of services.

Training

- Assist with planning and delivery monthly staff meeting trainings related to mental health best practices and innovative service delivery models.
- Assist in the development and delivery of mental health training topics for CISNT employees, including emphasis on providing services that are culturally and linguistically sensitive and appropriate.
- Assess community and campus needs and recommend trainings and education events to address needs and bring awareness to mental and behavioral health trends.

Program Evaluation

- Submit monthly service reports detailing student data, family participation/services, community involvement, and proximity to annual service goal attainment to Chief Operations Officer
- Ensure on-time and adequate reporting for funders and grants.

Additional Duties

- Monitor quality assurance on a monthly basis.
- Coordinate with partner agencies in providing services to students.
- Develop strong community involvement by collaborating with CISNT partners to provide services to students and families and help identify new mental and behavioral health community partners.
- Perform other duties as assigned by the CISNT Senior Director of Mental Health and Partnerships

Supervisory Duties: None

Professional Growth:

- Assume responsibility for personal growth to improve job performance.
- Attend at minimum one annual conference related to service provision on mental and behavioral health.

Equipment Used:

Computer, FAX, copier, digital projector, digital camera, VCR, other specialized equipment that is particularly unique to the position.

Working Conditions:

- Frequent travel within Dallas/Ft Worth Metroplex and occasional statewide and national travel
- Mental demands: Ability to communicate effectively (verbal and written); ability to instruct; maintain emotional control under stress.
- Work with frequent interruptions, maintain emotional control under stress. Repetitive hand motions. Occasional prolonged and irregular hours.



The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Continuation of position is contingent upon funding.