



Job Title:	Mental Health Coordinator
Reports To:	Senior Director of Mental Health and AmeriCorps Programs
Location:	Various Locations
Work Duty Days:	206
FLSA Status:	Full Time Exempt
Industry:	Non-Profit, Social Services, Education

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.

Position Overview:

The Communities In Schools of North Texas (CISNT) Mental Health Coordinator, under the supervision of the Senior Director of Mental Health and AmeriCorps Programs, is responsible for coordinating and delivering school-based mental health services that promote students' social-emotional well-being, improve academic success, and remove barriers to learning. Using a three-tiered continuum of care, the Mental Health Coordinator provides assessment, case management, counseling, crisis intervention, and evidence-based mental health services to students based on their individual needs.

The Mental Health Coordinator collaborates with school staff, families, community partners, and behavioral health providers to coordinate services, facilitate mental health education and training, and connect students and families with appropriate community resources. The position also supports school and community mental health initiatives, conducts home visits as appropriate, maintains accurate documentation, and monitors student progress to ensure services are effective and aligned with program goals.

Qualifications:

Minimum Education/Certification:

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

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
- Experience with decision making in a highly collaborative environment
- Strong computer skills in Microsoft Office technologies are required

- Ability to work in a fast-paced, fast-changing environment and be multi-task oriented
- Exhibit a commitment towards the CISNT mission
- Understanding of grant management and reporting

Major Responsibilities and Duties:

Service Delivery & Student Support

- Coordinate and deliver school-based mental health services that support students' social, emotional, and mental well-being and academic success.
- Assess referred case-managed students for emerging or ongoing mental health needs and provide appropriate interventions using CISNT's three-tiered service model.
- Provide short-term counseling, crisis intervention, and supportive mental health services, and facilitate referrals to community providers or hospitals for long-term or specialized care when appropriate.
- Collaborate with CISNT Site Coordinators, school counselors, administrators, teachers, and families to develop coordinated support plans that address barriers to student success.
- Conduct home visits and parent/guardian phone calls as appropriate, to strengthen family engagement and support student outcomes.
- Coordinate services with community partners to expand access to mental health resources for students and families.

Program Planning & Implementation

- Collaborate with Site Coordinators to develop and implement Campus Mental Health Service Delivery Plans that align with campus needs, organizational priorities, and grant requirements.
- Ensure mental health services are delivered with fidelity to evidence-based practices and organizational standards.
- Coordinate the implementation of new mental health initiatives and programs that enhance services for students and families.
- Maintain compliance with all applicable federal, state, district, grant, and CISNT policies, procedures, and guidelines.

Training & Capacity Building

- Assist in planning and facilitating staff trainings on mental health best practices, trauma-informed care, and innovative service delivery models.
- Develop and deliver educational opportunities that promote culturally and linguistically responsive mental health services.
- Assess campus and community needs and recommend trainings, workshops, and awareness initiatives that address emerging mental and behavioral health trends.

Data Management, Evaluation & Compliance

- Collect, maintain, and analyze program data to evaluate service delivery, student outcomes, and progress toward annual performance goals.
- Prepare and submit monthly service reports, grant reports, evaluations, and other required documentation in a timely and accurate manner.
- Monitor program quality through ongoing quality assurance activities and recommend improvements based on data and program outcomes.
- Complete required funder reports, program evaluations, and documentation in compliance with grant requirements.
- Maintain confidentiality and professional ethical standards in all aspects of service delivery

Additional Duties

- Perform other duties as assigned by the Senior Director of Mental Health and AmeriCorps Programs.

Supervisory Duties

N/A

Equipment Used:

Computer, copier, digital projector, and other specialized equipment that are particularly unique to the position

Working Conditions:

- Frequent travel within Dallas/Ft Worth Metroplex
- Mental demands: Ability to communicate effectively (verbal and written)
- Work with frequent interruptions, maintain emotional control under stress.
- Repetitive hand motions.
- Occasional prolonged and irregular hours to meet deadlines
- Occasionally require moving, transporting, or organizing materials, supplies, and equipment associated with student programs, events, and campus operations.

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.
