

**Mental Health Clinician**  
**Bakersfield College**  
**Kern Community College District**  
**JOB DESCRIPTION**

**Definition**

Under the direction of the Director of Student Life, the Mental Health Clinician(s) works with the Director of Student Health & Wellness and the Director of Student Life to develop, implement and evaluate mental health services, policies and programs for the District by performing a variety of complex administrative, technical and confidential tasks, and ensuring compliance with Federal and State regulations (HIPAA, FERPA, California Board of Psychology, Mandated Reporting, etc.). The Clinician(s) provides short-term intervention through a variety of comprehensive psychological services directly to student clients, including referrals to community agencies when appropriate. Assignments may be at both on - and off-campus locations, days and/or evenings. Within the scope of this position new components may be added or deleted based on District or community needs.

**Examples of Duties**

1. Provides short-term six sessions of personal counseling per semester to college students through a variety of comprehensive psychological services directly to student clients. Direct services may include diagnostic testing and evaluation, treatment planning and crisis intervention, individual, group, research, and staff training, with referral to community mental health resources as necessary.
2. Develops intervention and post-intervention support strategies, assessing the social, psychological and basic needs of students and developing an appropriate plan of action to decrease behavioral/conduct concerns and increase academic persistence.
3. Supervises, as needed, associate clinical social worker (ASCW), associate marriage and family therapists (MFT), interns and practicum students.
4. Develops treatment policy for the assigned program area. Exercises independent judgment regarding individual client care and provides case management of patient load.
5. Assists the Directors to effectively develop, administer, coordinate, and evaluate mental health services provided for the District students in support of student academic success and retention, effective delivery of services and facilitate attainment of established program goals and objectives.
6. Assists with planning, developing, implementing, directing, and evaluating Student Health and Wellness Center operations, programs, activities, and services. Assists with the development and implementation of organizational structures, writes and reviews protocol, policy, and procedures for all assigned health center programs and services to optimize efficient and effective delivery of services and facilitate attainment of established program goals and objectives.
7. Ensures compliance with AB 1725, Education Code, Title V, labor agreements, college policies, and accreditation rules and regulations.
8. Collaborates with staff from Student Health and Wellness Center, the College, and community service agencies in developing, implementing, and evaluating educational and outreach activities on the prevention, recognition and treatment of psychological and

behavioral problems, which may include anger management, substance abuse harm reduction, relationship skills development, suicide prevention, and early intervention for onset of an acute major mental health illness.

9. Performs a variety of complex administrative, technical and confidential tasks, while ensuring compliance with Federal and State regulations (HIPAA, FERPA, California Board of Psychology, Mandated Reporting, etc.).
10. Maintains a secure system of accurate and confidential health records. Establishes and maintains computerized records and office management standard operating procedures and protocols consistent with the. Ensures compliance with District, State, and Federal health regulations regarding laboratory procedures, clinical practice, privacy and confidentiality of protected health information.
11. Interacts with the campus Behavioral Intervention Team (BIT), Students of Concern Team (SOC), Campus Safety, and Title IX Coordinator. Assists the Directors to develop, implement, and evaluate District and departmental crisis intervention and threat assessment protocols and procedures, in collaboration with other College staff and administrators.
12. Provides consultation services for college faculty, staff and administrators regarding students with mental health or emotional issues, and provides relevant, up-to-date information about mental health, psychiatric and social service resources both on and off campus.
13. Provides educational presentations and workshops to faculty, staff and students on topics related to managing situations related to distressed and disruptive students, and related student mental health and wellness program services.
14. Participates in grant development; administers grants as necessary under supervision of Director.
15. Oversees the management of day-to-day operations of the Student Health and Wellness Center services and staff in the absence of the Director of Student Health & Wellness and the Director of Student Life.
16. Participates with the preparation and administration of the Student Health and Wellness Center annual budget and program review. Prepares recommendations and justifications regarding budget requests, analyzes and reviews budgetary and financial data.
17. Participates in the development and maintenance of a department annual Program Review that includes accomplishments and goals as well as staffing and other resource requirements that support budget augmentation and staffing requests.
18. Assists in the interpretation and application of, and ensures compliance with, District policies, as well as, State and Federal laws related to healthcare and/or assigned programs. Establishes and implements policies and procedures in conformance with Board Policy and all applicable laws, codes and regulations. Recommends revisions as necessary to ensure compliance.
19. In collaboration with the Directors, actively participates in the Student Learning Outcomes (SLOs) assessments, student health needs assessments, development of program outcome measures, and other quality improvement projects as assigned.
20. In collaboration with the Director, develops departmental Administrative Unit Outcomes (AUOs) on an annual basis that provides measurable goals to be achieved by staff in the interest of improving center efficiency and overall District effectiveness.
21. Compiles and analyzes data related to program participation and evaluation. Prepares and submits a variety of statistical and narrative reports, coordinates and responds to periodic inspections and audits, and serves as a custodian of student mental health records.

22. Monitors and analyzes trends in on-campus mental healthcare needs. Maintains current knowledge of the regulations, policies and application requirements and eligibility criteria for mental healthcare programs.
23. Serves on relevant campus-wide committees, including Administrative Council, task forces, and other work groups (i.e. Safety Committee, Pandemic Planning, Student Health Advisory Board, etc.) working on mental health and safety issues of students and employees. Provides technical expertise concerning mental healthcare.
24. Participates in appropriate professional organizations, which promote the mission of the Student Health and Wellness Center, and engages in professional development activities on an ongoing basis to maintain currency and depth of knowledge in the assigned area of responsibility and use methods and materials appropriate to the subject matter.
25. Performs other related duties as assigned.

## **Minimum Qualifications**

Master's degree in Psychology, Marriage and Family Therapy, or Social Work AND the corresponding license to practice therapy: Licensed Clinical Social Worker (LCSW); Marriage and Family Therapy (MFT); Marriage, Family and Child Counseling (MFCC); Licensed Marriage and Family Counselor (LMFC); or Licensed Marriage and Family Therapist (LMFT).

AND

Two (2) years of full-time equivalent experience providing student mental health services as a mental health practitioner or manager in a mental healthcare facility.

(All licenses/certifications, to practice in the State of California, must be maintained throughout course of employment)

### **Desirable Qualifications:**

- Doctorate in Psychology, Marriage and Family Therapy, or Social Work
- Experience working in a college or university health service position that includes budget administration, direct supervision, and program planning.
- Meets licensing requirements to be Clinical Supervisor
- Trainer experience for graduate-level internship program
- Experience establishing relationships with related graduate school training programs and field internships
- Working with the veterans, to include knowledge/experience with clients coping with post-traumatic stress disorder (PTSD) and traumatic brain injury (TBI)
- Management experience in a mental health service/agency
- Teaching experience and/or strong presentation skills
- Experience on multidisciplinary teams
- Knowledge of electronic record systems
- Experience working with foster care and homeless youth

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**Mental Health Clinician/Classified Administrator/ Grade F**

## Knowledge and Abilities

### Knowledge of:

- Knowledge of the mission of California Community Colleges;
- Knowledge of current principles, practices, methods and procedures of professional mental health counseling and therapy;
- Knowledge of the activities and services offered in the Student Health Services program;
- Ability to provide a full range of mental health counseling services to a diverse student population.
- Ability to evaluate, treat, and manage acute and serious psychological disorders;
- Ability to assist in the development, administration, and implementation of program goals, objectives, and procedures for the Student Health Services program and the District;
- Knowledge of District, State and federal laws and regulations related to student healthcare at a community college, collective bargaining agreements and Board policies;
- Knowledge of clinical records maintenance, including the ability to maintain confidential information and materials; Knowledge of current public health concerns and healthcare issues including, but not limited to, nutrition, stress management, mental health, substance abuse and recovery;
- Knowledge of principles and techniques of supervision, training, and budget practices;
- Demonstrated knowledge of the methods, tools, materials, equipment and supplies used in the healthcare industry;

### Ability to:

- Ability to communicate effectively and persuasively orally, in writing, and using technology;
- Demonstrated knowledge of research methods, report writing techniques, and negotiation skills, including the ability to collect, compile and analyze data;
- Ability to understand California community college student services functions and to help facilitate student health and wellness;
- Ability to learn district organization, operations, and objectives quickly;
- Ability to plan, develop, organize, coordinate, implement, direct and evaluate a comprehensive health care services program at a community college student health center, including planning, prioritizing, scheduling, organizing and assigning work and preparing and administering budgets;
- Ability to provide emergency and crisis care intervention to students, employees and visitors and administer treatment as needed;
- Demonstrated successful experience working efficiently and effectively with students, employees, community agencies, and with other institutions of higher education to advocate for the health of the community;
- Demonstrated successful experience training, supervising and evaluating the performance of assigned personnel;
- Ability to analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations;
- Ability to interpret and apply complex and technical state and federal laws and regulations related to student healthcare;
- Proficiency in applying technological applications to daily work; Ability to lead, implement and manage change;

- Ability to interpret and uniformly implement district policies and procedures and the college bargaining agreements;
- A commitment and sensitively to, and respect for the diverse academic, socio-economic, ethnic, gender, cultural, disability, religious background and sexual orientation of community college students, faculty and staff as well as commitment to integrating diversity in the College’s instructional program;
- A commitment to universal access for all populations; and
- A heightened sense of integrity, high energy, devotion to collegiality and civility as the accepted mode of discourse, and an exceptional level of creativity and initiative.

**Working Conditions**

Environment: Office

Physical Demands: Incorporated within one (1) or more of the previously mentioned essential functions of this job description are essential physical requirements. The ratings in the chart below indicate the percentage of time spent on each of the essential physical requirements.

Seldom—Less than 25 percent = 1                      Often—51-75 percent = 3  
 Occasional—25-50 percent = 2                      Very Frequent—76 percent and above = 4

Ratings	Essential Physical Requirements
4	Ability to work at a desk, conference table or in meetings of various configurations.
2	Ability to stand for extended periods of time.
4	Ability to sit for extended periods of time.
4	Ability to see for purposes of reading printed matter.
4	Ability to hear and understand speech at normal levels.
4	Ability to communicate so others will be able to clearly understand a normal conversation.
1	Ability to lift 10 pounds.
1	Ability to carry 10 pounds.
4	Ability to operate office equipment.

**Status/Rationale**

This is a classified administrator position.

**Signatures/Approval**

\_\_\_\_\_  
 (Employee’s Signature)

\_\_\_\_\_  
 (Date)

\_\_\_\_\_  
 (Supervisor’s Signature)

\_\_\_\_\_  
 (Date)