

# **NYE COUNTY SCHOOL DISTRICT – Human Resources Department**

Licensed Social Worker/Mental Health Professional (LSW/MHP) and

Licensed Clinical Social Worker/Clinical Mental Health Professional (LCSW/CMHP)

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**FLSA Status:** EXEMPT

**Classification:** Certified

**Terms of Employment:** 7 hours per day, 185 days

**JOB GOAL:** The Licensed Social Worker/Mental Health Professional (LSW/MHP), in coordination with the Principal, is responsible to provide therapy and case management services to students and their families. The LSW/MHP will also act as a consultant to school personnel, including teachers, counselors, and administrative staff members, when appropriate and serve as a liaison between schools and community agencies.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented with other duties as assigned by the Supervisor which does not conflict with NCS D policies and administrative regulations.

1. Identifies problems in a child's living situation (home, school and community) that may affect the child's adjustment, ability, and attendance in the educational setting through assessments or screenings.
2. Coordinates with Community Health Worker, if applicable, to process referrals received for requested mental health services and links students and families to available resources. Refers students and their families to the Licensed Clinical Social Worker/Clinical Mental Health Professional when necessary.
3. Creates and maintains caseload information for all referrals, including follow-up documentation.
4. Provides individual and group therapy to students referred and assessed as benefitting from individual or group therapy.
5. Provides therapy to family and family members referred and assessed as benefitting from family therapy, which may include home visits.
6. Provides prompt services for a person experiencing acute mental health distress with the emphasis on safety and decisive action planning.
7. Provides consultation to involved school personnel regarding diagnostic information, psychological status, and dynamics of students as appropriate.
8. Understands and utilizes mental health service referrals for students and their families within their communities as deemed therapeutically necessary.
9. Provides consistent and effective communication throughout the schools and the school district as a whole.
10. Completes timely and comprehensive reports.
11. Respects and protects the confidentiality of personally identifiable information. Knows and understands FERPA (Family Educational Rights and Privacy Act), HIPAA (Health Insurance Probability and Accountability Act) and other confidentiality situations and guidelines in the educational setting.
12. Attends various trainings, community meetings and events to develop a pool of resources and assistance.

## **ADDITIONAL DUTIES AND RESPONSIBILITIES FOR LCSW/CMHP:**

This list is in addition to the duties and responsibilities listed above.

1. Assesses, Diagnoses and recommends treatments for students and family members.
2. Provides direct individual, group and family therapy to students and family members.
3. Supervises LSW/MHP and Community Health Worker (CHW) I and II, if applicable.

## **POSITION EXPECTATIONS**

### **Knowledge, Skills and Abilities:**

1. Specific skill-based competencies such as operating standard office equipment, planning and managing projects, preparing and maintaining accurate records.
2. Ability to communicate effectively both orally and in writing, and work cooperatively with parents, schools, community and district office personnel.
3. Ability to maintain security of confidential information.
4. Ability to display tact and courtesy, set priorities, and work as part of a team.
5. Familiar with and assists with the implementation of all District policies and administrative regulations as related to specific assignment.
6. Recognizes and reports hazards, conforms to safety standards as prescribed.

7. Recognizes and notifies administrators of unauthorized persons on campus, and/or of issues that require immediate attention.
8. Familiar with District site emergency/crisis response procedures, plans and drills (e.g. fire drills, bomb threats, lock-downs, etc.)

### **POSITION REQUIREMENTS**

#### **Education, Training, and Experience:**

1. High School Diploma or equivalent
2. Minimum of Bachelor's Degree from an accredited college or university in Social Work, Psychology, Counseling or related field
3. In addition to above, a Licensed Clinical Social Worker/Clinical Mental Health Professional (LCSW/CMHP) must also hold a Master's Degree from an accredited college or university in Social Work, Psychology, Counseling or related field, and
4. Must have completed one-three (1-3) years of clinical social work training, under the direction of a LCSW/CMHP

#### **Licenses and Certifications:**

1. Valid Nevada Board of Examiners Social Worker license
2. Valid Nevada Department of Education license with School Social Worker endorsement
3. Valid Nevada Driver License

#### **Screening and Compliance:**

1. Ability to pass State and Federal criminal background check
2. Compliance with NCSD Drug and Alcohol Testing Policy

### **WORK ENVIRONMENT:**

**Strength:** Sedentary/light-exert force 10 to 25 lbs. occasionally or a negligible amount of force to lift, carry, push, pull or move objects.

**Physical Demands:** Frequent reaching, handling, repetitive fine motor activities. Requires mobility to work in a typical office setting and use standard office equipment, stamina to remain seated and maintain concentration for an extended period of time.

**Vision:** Frequent near acuity, occasional far acuity. Vision to read printed materials, a VDT screen or other monitoring devices.

**Environmental Conditions:** Climate controlled office setting, outside weather conditions traveling to and from District facilities, and exposure to low/moderate noise intensity levels.

**Hazards:** Furniture, office/library/classroom equipment, communicable diseases.

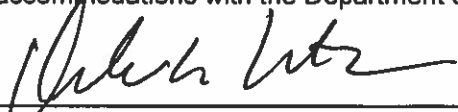
**Working Conditions:** Office or suitable workspace with desk, telephone, computer and supplies necessary to carry out functions of position description.

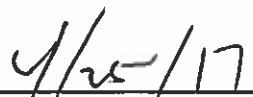
### **Equal Opportunity Employer**

Nye County School District is an Equal Opportunity Employer. Nye County School District does not sanction or tolerate discrimination in any form on the basis of race, color, religion, age, gender, pregnancy, sexual orientation, national origin, ancestry, disability, veteran status, domestic partnership, genetic information, gender identity or expression, political affiliation, or membership in the Nevada National Guard.

### **Americans with Disabilities Act**

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Candidates are encouraged to discuss potential accommodations with the Department of Human Resources.

Approved by:   
\_\_\_\_\_  
Superintendent

  
\_\_\_\_\_  
Date

**Acknowledgment**

I have read and understand the requirements of my job.

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Administrator/Human Resources Name: \_\_\_\_\_

Administrator/Human Resources Signature: \_\_\_\_\_

Date: \_\_\_\_\_