



# Coquille School District 8

1366 N Gould  
Coquille, Oregon 97423  
Phone: 541-396-2181 Fax: 541-396-5015

**DATE:** February 18, 2020  
**TO:** All Interested Parties  
**FROM:** Teri Pointer, Business Manager  
**SUBJECT:** Notice of Vacancy – **Internal / External**

**Coquille School District has the following opening for the 20/21 school year:**

**POSITION:** **Mental Health Counselor**

**Qualifications:** This position serves as an advocate for students' mental health and provides assistance to school teams; plans, organizes and provides mental-health-related services for students and families; performs safety assessments, consults with principals, agencies and private practice therapists when needed, coordinates workshops, professional development and training and works closely with other school staff; and performs duties as assigned. Bilingual candidates and candidates experienced in working with bilingual students and families strongly encouraged to apply.

**Salary Range:** **\$40,120 to \$74,320** DOE Excellent Fringe Benefits  
**\*\* Plus** an additional \$5,000 stipend to do evening group meetings during the winter months.

**APPLICATION: A Complete Application Consists of:**

- 1) Letter of interest
- 2) Application <https://coquille.cloud.talentedk12.com/hire/index.aspx>
- 3) Resume
- 4) Letter of recommendation
- 5) Transcripts

**SEND TO:** Teri Pointer  
Coquille School District 8  
1366 N Gould  
Coquille, OR 97423  
Or Email: [tpointer@coquille.k12.or.us](mailto:tpointer@coquille.k12.or.us)

**CLOSING DATE:** Open until filled

**TERMS OF EMPLOYMENT:** Pre-employment background check & drug testing required  
**Coquille School District is an EOE.** If you have a disability and need this publication in an alternate form, please contact  
Coquille School District #8 541-396-2181





Job Title: **Mental Health Counselor**

Assignment: **District**

Reports to: **Director of Special Programs**

Evaluated by: **Director of Special Programs**

**Position Overview:** The primary purpose of this position is to provide mental health support to students as needed. This position serves as an advocate for students' mental health and provides assistance to school teams; plans, organizes and provides mental-health-related services for students and families; performs safety assessments, consults with principals, agencies and private practice therapists when needed, coordinates workshops, professional development and training and works closely with other school staff; and performs duties as assigned.

**1. Essential Job Functions:**

- a. Establishes trust and positive relationships with students cultivating a sense of safety and well-being.
- b. Serves as primary Mental Health contact and manages requests for consultation.
- c. Refers students and families to local mental health resources.
- d. Adheres to Federal Law, State Law and Oregon Administrative Rules in carrying out programs as assigned.
- e. Works closely with school administrators, teachers, school psychologists, consultants, counselors and other staff members in order to effectively carry out his/her own duties, as well provide assistance to the school teams.
- f. Manages the partnerships and relationships with public and private mental health organizations in the community in order to provide appropriate supports to families. This includes outlining referrals and follow-up procedures.
- g. Conducts classroom visits in order to assist staff in creating a positive mental health climate, and makes appropriate recommendations.
- h. Prepares and maintains a variety of reports, correspondence and notices
- i. Maintains accurate and complete student mental health case management documentation as required by law, district policy and administrative regulations.
- j. Maintains compliance with state and federal rules for FERPA and HIPAA. Maintains appropriate levels of confidentiality.
- k. May provide individual and group counseling for students of diverse backgrounds and different learning styles if assignment permits
- l. Attends conferences, workshops and other professional development to maintain current knowledge of mental health issues; participates in staff meetings and IEP meetings to address student and family mental health issues.

## **2. Other Job Functions:**

- a. Networks with external agencies for health advisory notices, and other related information.
- b. Participates in training teachers, educational assistants, office staff, parents and school volunteers in mental health issues.
- c. Meets the standards of Competent and Ethical Performance as outlined in Oregon Administrative Rules (OAR 584-020-000 to 584-020-0045).
- d. Adheres to district personal protective equipment (PPE) protocols and procedures outlined in student behavior plans as well as identify the need for PPE or changes in PPE protocol - which might include the need for replacement or new equipment, the discontinuation of the use for a plan, or seek out additional PPE should it be needed.
- e. Due to (a) the nature and scope of the essential functions, (b) the importance of personal interactions between this position, employees, students, and other members of the public, and (c) the availability of job-related tools, equipment and resources at work, performance of the essential functions requires regular, consistent, on-site attendance while working independently and with others.
- f. Follows and maintains knowledge of all District policies and procedures.
- g. Other duties may be assigned as needed. As student needs evolve the day to day essential functions may vary.

## **3. Minimum Qualifications:**

- a. Bachelor's Degree from an accredited college or university.
- b. Minimum of four-years' experience in a mental health setting. Any combination of experience and training that would likely provide the required knowledge and skill may be considered qualifying as determined by Human Resources.
- c. Have standards of moral character as required of all Oregon licensed educators (OAR 584-005-0005).
- d. Knowledge of:
  - i. Knowledge of mental illness and applicable treatments.
  - ii. Knowledge of modern methods, techniques and procedures used in marriage, family and child counseling.
  - iii. Knowledge of the uses and effects of psychotropic medications.
  - iv. Knowledge of interviewing techniques.
  - v. Knowledge of applicable laws, ordinances, regulations, legal forms and procedures and district administrative policies.
  - vi. Knowledge of child and adolescent development, juvenile justice system and crisis intervention techniques.
  - vii. Skill in counseling and following therapeutic processes and procedures.
  - viii. Skill in providing assessment evaluation.
  - ix. Skill in applying crisis intervention techniques.
  - x. Skill in performing case management.
  - xi. Skill in observing and documenting psychiatric behavior.
  - xii. Skill in writing clear and concise chart notes in accordance with professional standards, state regulations and department protocol.
  - xiii. Skill in using tact, discretion, initiative and independent judgment within established guidelines.
  - xiv. Skill in organizing work, setting priorities, meeting critical deadlines, and following up on

- assignments with minimal direction.
- xv. Skill in communicating clearly and effectively, orally and in writing.
- e. Ability to:
- i. Ability to work collaboratively with a broad and diverse population of students, families, peers and colleagues.
  - ii. Ability to work positively and cooperatively with others.
  - iii. Ability to communicate fluently verbally and in writing in English.
  - iv. Knowledge of and experience with effective instructional and behavioral strategies for students.
  - v. Ability to work well with others from diverse backgrounds.
  - vi. Ability to effectively teach adult learners.
  - vii. Ability to effectively utilize Google Suite Apps.
  - viii. Ability to earn a valid CPR/First Aid card.

#### 4. License:

- a. License issued by Oregon Board of Licensed Professional Counselors & Therapists.
- b. License issued by Oregon Board of Licensed Social Workers.
- c. Current ODL

#### 5. Physical Requirements:

In an eight-hour day, employee may

- |                                      |              |                           |
|--------------------------------------|--------------|---------------------------|
| a) Stand/Walk                        | 5-6 Hours    |                           |
| b) Drive                             | 1-2 Hours    |                           |
| c) Sit                               | 3-4 Hours    |                           |
| d) Stoop/Squat/Bend                  | 1-2 Hours    |                           |
| e) Lift/Carry                        | 1-2 Hours    | Up to a weight of 50 lbs. |
| f) Climb Stairs                      | Occasionally |                           |
| g) Use hands for repetitive motions  | Frequently   |                           |
| h) Use feet for repetitive movements | Frequently   |                           |

**Note: If hired, no unauthorized comments or postings about district business or students are allowed on social media.**

This job description, developed February 18, 2020 supersedes all prior descriptions for this position.

**I have reviewed this Job Description and understand the contents.**

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as assigned to meet the ongoing needs of the organization.

