



Genesee Intermediate
School District

Genesee Intermediate School District
Human Resources and Operations

Employee Job Description

Job Title:

Early Intervention Mental Health Service Provider

Job Summary:

The Early Intervention Mental Health Service Provider assists students whose behavior interferes with their ability to obtain maximum benefit from the educational program. Acts as liaison between parents/guardians, school, and public and private agencies responsible for student care and services. Active member of the GISD's Behavior Health Team. Work should align and support 31n grant activities.

Essential Duties (May include, but not limited to):

1. Provides services to students experiencing moderate behavioral problems.
2. Develops a service plan for students identified for service through the 31n project plan.
3. Provides consultation to parents/guardians regarding family and community adjustment.
4. Serves as liaison between the school and outside social agencies when appropriate.
5. Makes home visits for family consultation and evaluation.
6. Makes regular school visits according to service plan.
7. Provides assistance to teachers and principals regarding students.
8. Provides consultation to administrators, instructional and support staff on the planning and implementation of behavior support, intervention/strategies/programs and service plan implementation.
9. Provides consultation to school personnel regarding relationships with parents and care providers concerning behavior support and related services.
10. Guides LEA problem solving and implementation planning through a data based decision making process designed to use capacity, fidelity, and student outcome data.
11. Collects data regarding behavioral intervention plans and services provided to students.
12. Maintains appropriate confidential records on each student referred.
13. Consults, counsels and collaborates with parents, school personnel, students and appropriate community agencies regarding behavioral concerns developed in a multi-tiered system of support.
14. Consistently models Win-Win leadership.

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Other Duties:

1. May travel to and from district sites, constituent school districts and student homes as assigned.
2. Represents the district on various community service agencies and professional organizations as appropriate to the assigned area.
3. Performs other related duties as assigned.

Qualifications:

Must be certified under one of the following credentials:

- A psychiatrist;
- A licensed master's level psychologist;
- An MDE credentialed master's level school psychologist;
- A licensed Master's level marriage and family therapist;
- A licensed Master's level professional counselor;
- A licensed Master's level social worker;
- A licensed Master's level school social worker.
- **Board Certified Behavior Analyst (BCBA)**

Experience:

None required; successful relative experience preferred.

Skills/Other:

Skilled in interviewing, individual and group treatment techniques. Ability to formulate eligibility recommendations for emotional impairment. Demonstrated initiative and understanding in working with students, parents/guardians, teachers and staff. Excellent verbal, written and interpersonal communication skills. Ability to solve problems logically and effectively, to work independently, to manage multiple tasks with results and demonstrate effective time management skills. Ability to utilize district technology and work to maintain proficiency, as required skill sets change with technology and/or the needs of the district. Punctuality and good attendance are requirements for the position. Ability to work a flexible workday and work week, and work year. Ability to work effectively as a team member. Demonstrated mental/physical ability and stamina for meeting the essential duties of the position. Discretion with confidential information. Ability to maintain a calm, poised and professional image at all times. Demonstrate honesty, integrity, and professionalism at all times. Ability to exercise good judgment and make decisions in accordance with board policies and administrative guidelines.

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Special Job Considerations:

Certification: Required

Type of Certification: Hold valid license (see Qualifications above) through Michigan Department of Licensing and Regulatory Affairs (LARA)


Bargaining Unit: No

Salary Schedule: Program Facilitator

Immediate Supervisor: Program Administrator/Executive Director of Center for Countywide Programs Administration

Supervision: None

Date: Updated – December 6, 2019; June 15, 2023

Approved: 

TLH : og

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