



## West Windsor-Plainsboro Regional School District

### Job Description

**Job Title:** Mental Health Clinician  
**Department:** Counseling  
**Reports To:** Director of Counseling and/or Assigned Building Administration  
**Salary Guide:** Non-Affiliate A; Twelve-month contract  
**Prepared Date:** December 20, 2023

**Position Summary:** Mental health practitioner who provides screenings, referrals, care coordination, case management and program monitoring for children and adolescents. Develops treatments plans and delivers school based counseling, individual, and group therapy as needed. Supports school administration, school counselors, and case managers, and other staff with crisis intervention and support as appropriate.

**Qualifications:** Master's Degree in mental health discipline (e.g. School Counseling, School Psychologist, Social Work, Counseling Psychology) plus two (2) years post Master's experience in the mental health field including delivering psychotherapeutic services to children and/or adolescents. Licensed Professional Counselor (LPC) and/or equivalent licensed to practice independently.

#### Essential Duties and Responsibilities:

- Delivers mental health screenings during times of crisis
- Assesses therapeutic programming needs of children and/or adolescents
- Makes appropriate therapeutic programming referrals
- Case manages and coordinates therapeutic treatment programming with community providers including transition back to school
- Develops treatment plans and delivers individual and group school based counseling
- Maintains clinical documentation as per New Jersey Department of Health standards and other applicable accreditation and certification entities
- Regularly completes continuing education training to enhance clinical skills
- Maintains Licensed Professional Counselor (LPC) certification per New Jersey Professional Counselor Examiners Committee or equivalent licensed in their field of practice
- Maintains membership in the New Jersey Counseling Association or equivalent professional membership

- Collaborates with school administration, school counselors, case managers
- Knowledge of trauma informed care practices
- Provides staff professional development (e.g. suicide awareness) as appropriate
- Facilitates parent programming (e.g. adolescent anxiety) as needed

## **TECHNOLOGY SKILLS**

Ability to be proficient in computer applications pertinent to support the position, including but not limited to Microsoft Office, Microsoft Excel, Google Suite, Genesis Employee Portal and Student Information System.

## **EVALUATION OF PERFORMANCE**

Performance of this position will be evaluated annually in accordance with the New Jersey Administrative Code and Board of Education policy.

## **PHYSICAL DEMANDS**

The physical demands described in this job description are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **WORK ENVIRONMENT**

The work environment characteristics are representative of those an employee encounters while performing the essential functions of this job.

## **TERMS OF EMPLOYMENT**

12 Month Contract. Salary and benefits as determined by the Board of Education and any applicable and collective negotiations agreement.

The information contained in this job description is reviewed and approved by the Board of Education and may be modified as district and state requirements evolve. This job description does not constitute a written employment contract.

## **NEW JERSEY FIRST ACT**

New Jersey First Act, N.J.S.A. 52:14-7 (L. 2011, Chapter 70), requires employees of all school boards to reside in the State of New Jersey unless otherwise exempted under the law.

## **AMERICANS WITH DISABILITIES ACT STATEMENT**

External and internal applicants, as well as employees who become disabled, must be able to perform the essential functions listed on this job description either unaided or with reasonable accommodation. The West Windsor-Plainsboro School District shall determine reasonable accommodation on a case-by-case basis in accordance with applicable law, in the event such a determination becomes necessary.

**The West Windsor-Plainsboro Regional School District is** proud to be an Equal Employment Opportunity and Affirmative Action employer. The district does not discriminate based upon race, religion, color, national origin, gender (including pregnancy, childbirth, or related medical conditions), sexual orientation, gender identity, gender expression, age, status as a protected veteran, status as an individual with a disability, or other applicable legally protected characteristics.

**Board Approval Date:** 1/23/2024

**Certified by:**   
Assistant Superintendent for Personnel