



Leadership • Collaboration • Support

**JOB TITLE: Clinical Services Coordinator**

**Classified Management Salary Schedule, Range 15**

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**DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITY**

The Clinical Services Coordinator supports the operations of the School Based Mobile Crisis Team and/or the Quality Improvement Team, assists in the development and implementation of policies and procedures related to one or more service areas, and provides clinical supervisory support to the Clinical Service Managers.

**JOB REQUIREMENTS AND QUALIFICATIONS**

- Possession of a valid California driver's license.
- Possession of one or more of the following: Master of Social Work, Master of Science in Counseling, Marriage, Family and Child Counseling, or Master of Arts in Psychology. Additionally, will hold one or more of the following License in Clinical Social Work (LCSW), License in Marriage and Family Therapy (MFT), or a license as a psychologist issued by the California Board of Psychology.
- Six years of increasingly responsible experience in a mental health program of which at least two years in a management capacity.
- Knowledge of principles and practices of supervision, performance evaluation and discipline processes applicable to the public sector, staffing requirements for the program, training, and supervisory practices.
- A valid California driver's license.

**ESSENTIAL DUTIES**

- Provides oversight for day-to-day operations of the School Based Mobile Crisis Team, including being on-call for supervisory support to the Mental Health and Wellness Clinicians and responding to community partners who outreach with urgent mental health requests and/or provides oversight to the Quality Improvement Team, including evaluation of school based behavioral health systems (e.g. continuum of services, fee schedule billing, etc.) and implementation of best practices to build the capacity of school district and charter schools.

- Prepares and monitors annual budgets within the Student Services Program, reviews and controls expenditures and service revenues, develops data collection systems, and prepares regular statistical and progress reports.
- In collaboration with the Clinical Services Director, provides oversight and supervision to Clinical Services Supervisors.
- Collaborates on the creation of the Team Annual Professional Learning Plan and works with staff to ensure the plan deliverables are enacted for each position on the team.
- Plans, organizes, and manages a complex school-based mental health services program according to Local, State, and Federal regulations and funding source requirements.
- Gathers and analyzes information to determine new and ongoing program needs; determines program objectives and develops procedures, protocols, and evaluation systems for program services.
- Establishes and maintains effective and productive working relationships with a diverse range of people including, but not limited to, county office personnel, school district personnel, law enforcement, Child Welfare, Solano County Behavioral Health, local health insurance agencies, and state grant oversight organizations.
- Writes and secures grants, local/state/federal funding to ensure adequate and appropriate fiscal support for the on-going provision of the School Based Mobile Crisis Team/Quality Improvement Team.
- Represents the Solano County Office of Education (SCOE) on task forces, planning bodies, committees, and other groups; confers with representatives of funding sources and licensing bodies; explains the program and organization to officials, groups, and individuals.
- Serves as a member of the Management Advisory Council (MAC) for SCOE.

## **MARGINAL DUTIES**

Performs related duties as required.

## **SUPERVISION RECEIVED**

Employees in this classification receive limited supervision within a broad framework of the Educational Services Department.

## **SUPERVISION EXERCISED**

Employees in this classification supervise and evaluate program staff and managers.

## **PHYSICAL ACTIVITY REQUIREMENTS**

Work Position (Percentage of Time):

Standing (25%)      Walking (35%)      Sitting (40%)

Body Movement (Frequency):

None (0)    Limited (1)    Occasional (2)      Frequent (3)    Very Frequent (4)

Lifting – lbs. (0-40)                      Lifting (3)                      Bending (3)

Pushing and/or  
Pulling Loads (3)                      Reaching  
Overhead (2)                      Kneeling or  
Squatting (3)

Climbing Stairs (3)                      Climbing Ladders (1)