



# Poudre School District

HUMAN RESOURCES DEPARTMENT

## JOB DESCRIPTION

Job Title: **Mental Health Specialist Intern**  
Job Family: **Program Specialist**  
Prepared/Revised Date: **November 13, 2023**

FLSA Status: **Non-Exempt**  
Pay Range: **PS10H**  
Job Code: **40601**

**SUMMARY:** This position is part of a three year commitment starting with a one year internship, followed by a two year fellowship. Interns are responsible for providing individual, family, and group mental health services to students. Collaborate with teachers, principals, and staff to assess, refer, or intervene with students. Provide consultation to individuals, school, and district teams.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

DESCRIPTION OF JOB TASKS	
1. Provide:	<ul style="list-style-type: none"><li>a. An equity approach to supporting student mental health and wellness</li><li>b. Direct and indirect services to students and families</li><li>c. Consultation to families on interventions and resources</li><li>d. Alternative adaptations to address student needs</li><li>e. Advocacy for students based on professional and ethical guidelines as well as state standards</li></ul>
2. Develop, plan prepare and implement:	<ul style="list-style-type: none"><li>a. Individual, measurable, long-term, and short-term objectives based on student identified needs</li><li>b. Referrals to, and consultations with, other appropriate agencies and community resources</li><li>c. Effective working schedule</li></ul>
3. Provide:	<ul style="list-style-type: none"><li>a. Direct services to specified students to meet social-emotional needs, including self-advocacy skills</li><li>b. Direct services/consultation to families and staff on intervention strategies related to children</li></ul>
4. Assist:	<ul style="list-style-type: none"><li>a. Teachers in developing instructional modifications to meet students' needs</li><li>b. With establishing clear expectations supporting student social emotional and behavioral health</li><li>c. With district crisis events and recovery processes as appropriate</li></ul>
5. Communicate students' progress and needs with parents/guardians and other staff as needed	
6. Collaborate:	<ul style="list-style-type: none"><li>a. With teachers, support personnel, administrators, colleagues, and community agencies to improve student outcomes</li><li>b. With colleagues in team and building-based meetings and discussions</li><li>c. With cohort of interns, fellows, and leads to increase knowledge, skills, and improve their practice</li></ul>
7. Demonstrate a commitment to:	<ul style="list-style-type: none"><li>a. Understand, appreciate, and make accommodations for student diversity</li><li>b. Include and engage families in the student's education</li><li>c. Support all Poudre School District policies, procedures, and expectations</li><li>d. Providing personal and professional excellence.</li></ul>



8. Participate in:
a. Multi-disciplinary diagnostic and placement teams
b. Department, team, building, and district meetings and discussions.
c. Student and/or family conferences and other meetings.
d. Social, cultural, interscholastic, and extracurricular activities.
e. Professional growth opportunities.
9. Attend work and arrive in a timely manner.
10. Perform other duties as assigned.

**EDUCATION AND RELATED WORK EXPERIENCE:**

- CSU Students with current enrollment in Social Work 688- Advanced Generalist Field Placement required.
- Experience working with youth preferred.

**LICENSES, REGISTRATIONS, or CERTIFICATIONS:**

- Criminal background check required for hire.
- Valid Colorado driver’s license.
- Valid Colorado Department of Education license (SSP or Teacher) or authorization (interim or substitute) required.
- CPR and First Aid certifications encouraged (can be obtained during internship).

**TECHNICAL SKILLS, KNOWLEDGE, & ABILITIES:**

- Oral and written communication skills.
- English language skills.
- Interpersonal relations skills.
- Critical thinking and problem-solving skills.
- Bilingual oral and written communication skills preferred.
- Ability to work supportively with other teachers, staff, and administrators to provide an effective learning environment.
- Ability to communicate with students, parents/guardians, staff, and community members.
- Ability to be a part of and work with a team.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple priorities.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to maintain honesty and integrity in all aspects of the job.
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence.
- Ability to promote and follow Board of Education policies, District policies, administrative guidelines and building and department procedures.
- Ability to communicate, interact, and work effectively and cooperatively with people from diverse ethnic and educational backgrounds.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator.

**MATERIALS AND EQUIPMENT-OPERATING KNOWLEDGE:**

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with Microsoft Word, Excel, PowerPoint, Access, Publisher, Outlook, FrontPage, and/or other department software packages.
- Operating knowledge of and experience with typical educational/instructional technology equipment and programs.
- Operating knowledge of and experience with typical office equipment.

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

	POSITION TITLE	# of EMPLOYEES
<b>Direct reports:</b>	This job has no direct supervisory responsibilities.	0



**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:** *The physical demands, work environment factors and mental functions described below 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.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk			X	
Sit			X	
Use hands to finger, handle, or feel		X		
Reach with hands and arms		X		
Climb or balance	X			
Stoop, kneel, crouch, or crawl	X			
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds	X			
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze			X	
Communicate				X
Copy		X		
Coordinate				X
Instruct				X
Compute		X		
Synthesize		X		
Evaluate				X
Interpersonal Skills				X
Compile		X		
Negotiate	X			

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions		X		
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			



<b>VISION DEMANDS:</b>	<b>Required</b>
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	X

<b>NOISE LEVEL:</b>	<b>Exposure Level</b>
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	