

**Mental Health Clinician (Restricted Funds)  
Mt. San Antonio College**

Direct Link: <https://www.AcademicKeys.com/r?job=234424>

Downloaded On: May. 16, 2024 10:41am

Posted Apr. 10, 2024, set to expire Jul. 1, 2024

**Job Title** Mental Health Clinician (Restricted Funds)  
**Department** Health Services  
**Institution** Mt. San Antonio College  
Walnut, California

**Date Posted** Apr. 10, 2024

**Application Deadline** Open until filled  
**Position Start Date** Available immediately

**Job Categories** Professional Staff

**Academic Field(s)** Health Sciences  
Administration - Counseling Services

**Apply Online Here** <https://apptrkr.com/5164329>

**Apply By Email**

**Job Description**

Image not found or type unknown



**Mental Health Clinician (Restricted Funds)**

**Position Number:** CM-145-2024

**Department:** Health Services

**Job Category:**

**Time (Percent Time):**

**Term (months/year):**

**Current Work Schedule (days, hours):** Monday-Friday 8:00AM-5:00PM

**Salary Range:**

**Mental Health Clinician (Restricted Funds)  
Mt. San Antonio College**

Direct Link: <https://www.AcademicKeys.com/r?job=234424>

Downloaded On: May. 16, 2024 10:41am

Posted Apr. 10, 2024, set to expire Jul. 1, 2024

A-124

**Salary:** A-124Steps 1 - 6: \$8,144 - \$10,395 monthly

**Shift Differential:** Shift differential eligibility based on the current collective bargaining agreement.

**Open Date:** 04/08/2024

**Initial Screening Date:** 04/29/2024

**Open Until Filled:** Yes

**Application Procedure:**

**First Review of Applications:** Complete application packets will be accepted until the position is filled; however, **applications submitted by 11:59 p.m. (PT) on the above listed Initial Screening Date are assured consideration.**

Applicants must submit all of the following materials online, unless otherwise noted, at Mt. SAC Employment Website to be considered for this position:

1. A Mt. San Antonio College online application.
2. A cover letter describing how the applicant meets the required education and experience.
3. A detailed resume that summarizes educational preparation and professional experience for the position.
4. If applicable, College and/or university transcripts showing the awarded/conferred degree are required and must be submitted with the online application by all applicants, including current or former employees of the college, to demonstrate that the required educational qualifications are met. Unofficial transcripts are acceptable at the time of application.
5. Optional - Three letters of recommendation that reflect relevant experience (do not use social media or professional networks as a means to provide letters of recommendation). Confidential letters of recommendation are not allowed for this position.

**Health & Welfare:**

- Mt. San Antonio College offers a competitive and excellent benefits package providing medical, dental, and vision benefits to **eligible employees** and their dependents. Lifetime supplemental medical benefits are also available for eligible retirees.
- The College contributes an annual premium up to the family coverage amount equivalent to Kaiser Permanente \$15 office visit medical, DeltaCare HMO dental, VSP vision and life insurance plans for eligible employees.

## Mental Health Clinician (Restricted Funds) Mt. San Antonio College

Direct Link: <https://www.AcademicKeys.com/r?job=234424>

Downloaded On: May. 16, 2024 10:41am

Posted Apr. 10, 2024, set to expire Jul. 1, 2024

The District participates in the Public Employees Retirement System (PERS), State Teachers Retirement System (STRS) retirement programs, and National Benefit Services.

\*Note: The District does not cover Medicare expenses. Please visit the [Mt. San Antonio College Benefits Website](#) for further information. Salary and Health & Welfare Benefits are subject to change based on the Collective Bargaining Agreement.

### **Basic Function/Overview:**

**DEFINITION:** Under general supervision, provides mental health services to students, including the coordination of crisis intervention services, mental health counseling, and case management; researches current mental health trends and practices and keeps department mental health protocols current as needed; provides educational workshops and lectures on relevant mental health topics; develops programs and activities designed to increase mental health awareness and suicide prevention.

**SUPERVISION RECEIVED & EXERCISED:** Receives general supervision from the Director, Student Health Services. Exercises no supervision of staff.

**CLASS CHARACTERISTICS:** This is a classification responsible for performing a variety of mental health services including counseling, crisis intervention, and case management of clients. Work requires strong communications skills and knowledge of available educational and community resources. Incumbents perform the full range of duties as assigned, working independently, and exercising a high level of judgment and initiative. Incumbents at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of assigned area of responsibility. This classification is distinguished from other Student Health Services classifications by providing clinical mental health services requiring a Master's degree and a Clinical Social Worker or Clinical Psychologist license.

### **Essential Duties/Major Responsibilities:**

1. Coordinates the provision and delivery of mental health services, including serving as the District's primary resource on mental health concerns and strategies.
2. Conducts one-on-one therapy sessions, as well as, group sessions, per scope of practice; develops treatment plans as appropriate.

## Mental Health Clinician (Restricted Funds) Mt. San Antonio College

Direct Link: <https://www.AcademicKeys.com/r?job=234424>

Downloaded On: May. 16, 2024 10:41am

Posted Apr. 10, 2024, set to expire Jul. 1, 2024

3. Serves as a resource and liaison for the college community on issues of mental health promotion, including resource material development, committee membership, and presentations for the general campus community.
4. Provides crisis intervention, evaluation, and referral to community services; collaborates with community psychological evaluation teams and mental health providers as needed.
5. Coordinates efforts of the campus crisis response team, including the scheduling and facilitation of regular meetings, leading case reviews, publishing the on-call calendar and response handbook, and other related duties.
6. Teaches suicide prevention strategies to the campus community.
7. Assists the Director in researching current health trends and practices, as well as, developing and maintaining clinical protocols in accordance with current standards of care.
8. Gathers data on a regular basis to determine campus trends and needs and recommends program modifications in response to identified needs.
9. Establishes relationships with community health providers for the purpose of serving as referral agencies.
10. Evaluates, maintains, and updates a variety of mental health-related records and files.
11. Compiles information and health statistics data for reports.
12. Provides health related information to health care and social service providers as requested.
13. Maintains accurate records of activities and services provided.
14. Promotes an environment of belonging as it relates to diversity, equity, inclusion, social justice, anti-racism, and accessibility.
15. Provides quality customer service when interacting with the public, vendors, students, and College staff, including individuals from minoritized groups.
16. Supports and abides by federal, state, local policies, and Board Policies and Administrative Procedures.

**Mental Health Clinician (Restricted Funds)  
Mt. San Antonio College**

Direct Link: <https://www.AcademicKeys.com/r?job=234424>

Downloaded On: May. 16, 2024 10:41am

Posted Apr. 10, 2024, set to expire Jul. 1, 2024

17. Participates on committees, task forces, and special assignments, including, but not limited to Screening and Selection Committees and mandated trainings as required.
18. Prepares and delivers oral presentations related to assigned areas as required.
19. Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
20. Performs other related duties as assigned.

**Other Duties:**

**Knowledge Of:**

1. Principles and practices of supporting a diverse, equitable, inclusive, socially just, anti-racist, and accessible academic and work environment.
2. Principles, procedures, techniques, and trends of clinical and casework services, counseling, and treatment.
3. Behavioral, social, and environmental aspects of emotional disturbances and mental disabilities.
4. Current Diagnostic and Statistical Manual of Mental Disorders (DSM) diagnostic criteria for mental and emotional disturbances.
5. Principles of mental health education.
6. A wide variety of therapeutic and treatment approaches for persons with mental and emotional problems.
7. Alcohol and drug addiction and treatment modalities.
8. Scope, availability, and activities of community resources, including mental health and social services agencies.
9. Current trends in mental health, public health, alcohol and drug services, and social services, including State and Federal programs in these areas.

## Mental Health Clinician (Restricted Funds) Mt. San Antonio College

Direct Link: <https://www.AcademicKeys.com/r?job=234424>

Downloaded On: May. 16, 2024 10:41am

Posted Apr. 10, 2024, set to expire Jul. 1, 2024

10. Mental health issues common to the community college population.
11. Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures governing mental health programs and the provision of mental health services.
12. District organization, functions, rules, policies, and procedures applicable to assigned areas of work responsibility.
13. Modern office practices, methods, and computer equipment and applications related to assigned work.
14. Principles of record keeping and file maintenance.
15. English usage, spelling, vocabulary, grammar, and punctuation.
16. Techniques for interacting effectively with clients, District staff, and individuals of various ages, disabilities, socio-economic groups, and effectively representing the District in contacts with the public.

### **Skills and Abilities:**

1. Advocate for and communicate the Colleges vision and commitment to creating a diverse, equitable, inclusive, socially just, anti-racist, and accessible academic and work environment.
2. Participate in addressing gaps in diversity, equity, inclusion, social justice, anti-racism, and accessibility in the recruitment and retention of staff.
3. Participate in providing resources and support towards the goal of a diverse, equitable, inclusive, socially just, anti-racist, and accessible academic and work environment.
4. Perform effective psychological counseling with individual clients and groups.
5. Develop and maintain effective therapeutic relationships with mentally and emotionally disturbed clients.
6. Analyze case information and make sound clinical assessments, diagnoses, and decisions regarding treatment methodologies, client progress, and case development.
7. Develop and implement treatment plans.

**Mental Health Clinician (Restricted Funds)  
Mt. San Antonio College**

Direct Link: <https://www.AcademicKeys.com/r?job=234424>

Downloaded On: May. 16, 2024 10:41am

Posted Apr. 10, 2024, set to expire Jul. 1, 2024

8. Maintain the confidentiality of client information.
9. Organize data, develop information, and prepare clear, concise, comprehensive records and reports.
10. Explain the mental health program to members of community agencies and the general public.
11. Understand, interpret, and respond with courtesy and sensitivity to the needs of clients from culturally and linguistically diverse backgrounds.
12. Implement a variety of activities related to health education programs.
13. Establish and maintain relationships with diverse community groups.
14. Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
15. Operate modern office equipment including computer equipment and software programs.
16. Organize own work, set priorities, and meet critical time deadlines.
17. Use English effectively to communicate in person, over the telephone, and in writing.
18. Understand scope of authority in making independent decisions.
19. Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
20. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Minimum Qualifications/Education & Experience:**

1. Equivalent to a Doctorate in Psychology or a Masters degree from a regionally accredited college or university with major coursework in social work, clinical psychology, marriage and family therapy, or related field; and
2. Three (3) years of experience in an acute mental health care setting or private practice; urgent care experience preferred.

**Equivalencies:**

## Mental Health Clinician (Restricted Funds) Mt. San Antonio College

Direct Link: <https://www.AcademicKeys.com/r?job=234424>

Downloaded On: May. 16, 2024 10:41am

Posted Apr. 10, 2024, set to expire Jul. 1, 2024

Any combination of training and experience which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications is listed in the Minimum Qualifications section.

### **Preferred Qualifications:**

### **License(s) & Other Requirements:**

### **Examination Requirements:**

### **Working Environment:**

Incumbents primarily work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Incumbents may interact with staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

### **Physical Demands:**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle to visit District sites and attend meetings; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary classification, although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office. Incumbents in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Incumbents must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

### **Hazards:**

### **Conditions of Employment:**

**The person holding this position is required to be present on Mt. San Antonio Colleges campus to perform all essential duties and responsibilities.**

Official offers of employment are made by Mt. San Antonio College Human Resources and are made



## Mental Health Clinician (Restricted Funds) Mt. San Antonio College

Direct Link: <https://www.AcademicKeys.com/r?job=234424>

Downloaded On: May. 16, 2024 10:41am

Posted Apr. 10, 2024, set to expire Jul. 1, 2024

contingent upon Board approval. It is also required that a final offer of employment will only be made after the candidate has successfully been live-scanned and clearance for employment is authorized by Human Resources. Costs for live-scan services shall be borne by the candidate.

Notice to all prospective employees - The person holding this position is considered a mandated reporter under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in Administrative Procedure 3518, titled Child Abuse Reporting, as a condition of employment.

As required by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, the Mt. San Antonio Community College Annual Security Report is available here: [Mt. SAC Annual Security Report](#).

The person holding this position is considered a Responsible Employee under Title IX of the Educational Amendments Act of 1972 and is required to report to the Colleges Title IX Coordinator all relevant details reported to him or her about an incident of alleged sexual misconduct including sexual harassment, sexual assault, dating and domestic violence and stalking.

### **Typing Certificate Requirements:**

### **Special Notes:**

A confirmation number will be assigned when your application packet indicates the supplemental questions have been answered and a document has been attached to each required link. Assistance with the online application process is available through Human Resources at 1100 N. Grand Avenue, Walnut, CA 91789-1399. Human Resources: **(909) 274-4225**. E-mail: [employment@mtsac.edu](mailto:employment@mtsac.edu).

**DO NOT** include photographs or any personal information (e.g. D.O.B, place of birth, etc.) on your application or supporting documents.

**LONG DISTANCE TRAVEL FOR INTERVIEWS:** Should you be invited to an interview, please contact our office to discuss an accommodation option if attending the interview would require you to travel in excess of 150 miles one way from your residence.

THE MT. SAN ANTONIO COLLEGE DISTRICT WILL NOT SPONSOR ANY VISA APPLICATIONS.

### **Foreign Transcripts:**

Transcripts issued outside the United States require a course-by-course analysis with an equivalency

**Mental Health Clinician (Restricted Funds)  
Mt. San Antonio College**

Direct Link: <https://www.AcademicKeys.com/r?job=234424>

Downloaded On: May. 16, 2024 10:41am

Posted Apr. 10, 2024, set to expire Jul. 1, 2024

statement from a certified transcript evaluation service verifying the degree equivalency to that of an accredited institution within the USA. This report must be attached with the application and submitted by the filing deadline. Accredited evaluation agencies can be found on the [National Association of Credential Evaluation Services Website](#).

**Inquiries/Contact:**

Human Resources

1100 N. Grand Avenue, Walnut, CA 91789-1399

Phone: (909) 274-4225

E-mail: [employment@mtsac.edu](mailto:employment@mtsac.edu)

**Selection Procedure:**

A committee will evaluate applications, taking into account breadth and depth of relevant education, training, experience, skills, knowledge, and abilities. The screening committee reserves the right to limit the number of interviews granted. Meeting the minimum qualifications for a position does not assure the applicant of an interview.

Interviews may include a writing sample, committee presentation, and/or performance test. The start date will be following Board approval and receipt of live scan clearance.

**Special Instructions to Applicants:**

To be guaranteed consideration, it is the applicants responsibility to ensure that all required materials are received before the initial screening date and time indicated on the job posting. Incomplete application packets will not be considered. All application materials will become College property, will not be returned, and will not be copied. Please visit our employment website at [Mt. SAC Employment Website](#) to complete and submit your application for this position.

**EEO Policy:**

**Conflict of Interest:**

Mt. San Antonio College employees and the Board of Trustees members shall not engage in any employment or activity that is inconsistent with, incompatible with, or in conflict with Mt. San Antonio Colleges Administrative Procedures (AP 2710 Conflict of Interest, AP 2712 Conflict of Interest Codes).

**Cancel RTF Policy:**

To apply, visit <https://hrjobs.mtsac.edu/postings/11464>

**Mental Health Clinician (Restricted Funds)  
Mt. San Antonio College**

Direct Link: <https://www.AcademicKeys.com/r?job=234424>

Downloaded On: May. 16, 2024 10:41am

Posted Apr. 10, 2024, set to expire Jul. 1, 2024

**Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

**Contact**

N/A

Mt. San Antonio College

,