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| Position: Program Manager – Educationally Related Intensive Counseling Services (ERICS) | |
| Job Family: Student Support Services | FLSA: Exempt |
| Approved by: Personnel Commission, March 14, 2012 Revised: June 13, 2012 | Salary Range: CM-20 |

Summary

Under the direction of the Director of Special Education, the Program Manager – Educationally Related Intensive Counseling Services (ERICS) is responsible for the planning, development, and implementation of a comprehensive counseling program for students in special education. The Program Manager – ERICS is responsible for the administrative and clinical supervision of licensed and unlicensed School Based Therapists to ensure delivery of a thorough program. This position facilitates active and on-going recruitment and training of staff, including maintenance of the ERICS Marriage Family Therapist (MFT) intern program, which includes collaboration with various universities. Serves as a liaison between the Special Education Local Plan Area (SELPA) Coordinator and participating psychiatrists to ensure continuity of care. Supervises a team of crisis intervention School Based Therapists who will provide crisis services to students throughout the Santa Clarita Valley. Develops relationships with local agencies and government entities to ensure all students' needs are being met.

Distinguishing Characteristics

The Program Manager – ERICS is a professional health care provider requiring registration and state licensure. The Program Manager – ERICS is responsible for the planning, development and implementation of a comprehensive counseling program for students in special education. Advancement to this position is based on need and compliance with the requirements of the position, including the ability to oversee the administrative and clinical supervision of licensed and unlicensed clinicians and the ability to track and analyze the efficacy of programmatic and clinical interventions.

Essential Duties and Responsibilities

- Plans, develops and maintains a comprehensive counseling program to meet student needs.
- Oversees the administrative and clinical supervision of licensed and unlicensed clinicians.
- Selects, supervises and evaluates assigned staff.
- Implements and maintains a training program for supervisees.
- Recruits and maintains the Marriage Family Therapist intern program.
- Serves as liaison with the SELPA assessment unit and participating psychiatrists to ensure continuity of care.
- Supervises a team of crisis intervention counselors providing crisis services to students throughout the Santa Clarita Valley.
- Analyzes program effectiveness and implements strategies for improvement.

- Develops and maintains relationships with local agencies and government entities (Sheriff's Department/Probation, Henry Mayo Hospital, and Department of Children's Services) to ensure all students' needs are being met.
- Provides in-service training to parents, district personnel, and others.
- Directs and provides oversight of counseling services and documentation provided by staff members.
- Prepares monthly reports for Directors of Special Education and SELPA Director.
- Compiles comprehensive yearly overall program evaluation report.
- Maintains knowledge of and adheres to IDEA regulations.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

Knowledge and Skills

- IDEA disabilities including, but not limited to, Autism (AUT), Specific Learning Disability (SLD), Other Health Impairment (OHI), Emotional Disturbance (ED), and Speech or Language Impairment (SLI).
- Laws, rules, and regulations governing the supervision of interns.
- Federal and state laws concerning family rights and behavioral health services.
- State Education Code as it applies to the specific accountability of this position.
- Extensive knowledge of Board of Behavioral Sciences Examiners (BBSE) licensure requirements.
- Evidenced Based Practices (TF-CBT, FFT, STEP, Seeking Safety, Second Step, Peace Builders, Triple P-Positive Parenting, MAP, etc.).
- IDEA regulations.
- Special education framework, including Individualized Education Plans (IEPs).
- Training, evaluating and mentoring concepts and techniques.
- Conflict resolution and group dynamics.
- Therapy methods appropriate to meeting the needs of students and their families.
- Agencies, resources and programs available to assist children.
- Computer applications to use common office productivity software, internet, and specific computer programs related to the department.
- Advanced math and interpretive skill to conduct and evaluate statistics.
- Human relations skills to achieve and maintain trust and cooperation with peers, families and students, to deliver formal discussion with groups, to resolve conflict, and to train, evaluate and mentor.
- Professional writing skills sufficient to write reports and correspondence that may be sensitive and have legal implications.

Abilities

- Requires the ability to carry out all aspects of the position.
- Learn, interpret, and apply state and federal requirements, laws, codes and regulations applicable to the position.
- Assist staff and interns in the development and implementation of appropriate treatment plans.
- Establish and maintain a training program for supervisees.
- Perform statistical analysis.
- Assist staff and interns in establishing effective relationships with clients from a variety of socio-economic, ethnic backgrounds and age groups.
- Evaluate staff and interns' effectiveness in assessing and treating clients.
- Identify the behavioral health needs of students.
- Work cooperatively and effectively within a team-based approach.
- Develop and implement appropriate behavioral health services.
- Conduct workshops and provide inservice training.

- Work independently to oversee and fulfill the objectives of the program.
- Communicate effectively both orally and in writing to prepare professional correspondence and reports.
- Establish and maintain effective relationships with those contacted in the course of work.
- Maintain confidentiality of private information.

Physical Abilities

- Function effectively in an office environment, engaged in work of a moderately sedentary nature.
- Ambulatory ability to move to various class and meeting room settings, to stoop, bend and kneel, and to reach.
- Hand-eye-arm coordination ability to use a personal computer keyboard to access and record information.
- Visual ability to recognize words, numbers, and non-verbal actions of people.
- Auditory ability to project voice and carry out conversations with individuals and small groups in person and over the phone.

Education and Experience

- Master's Degree or higher in Marriage and Family Therapy, counseling, psychology social work, or a closely related field. One year of experience providing clinical supervision. Four years post-licensure experience, which includes
- Direct service, formulation of measurable goals, monitoring of progress, and termination of services.
 - Working with children and adolescents with mild to severe emotional and behavioral challenges.
 - Working within the education system, including the special education framework, which involves participation in IEP meetings and knowledge of residential treatment programs.
 - Program development, implementation, monitoring, and evaluation, as it relates to counseling programs for children and adolescents.

Licenses and Certificates

Valid California Board of Behavioral Sciences Examiners (BBSE) or Valid California Board of Psychology license; Licensed Marriage and Family Therapist (LMFT), Licensed Clinical Social Worker (LCSW), or Licensed Clinical Psychologist (Ph.D.). Valid California driver's license.

Work Environment

Work is performed primarily indoors where minimal safety considerations exist.