



**City of Pembroke Pines Charter Schools
Student Assistance Program Manager
Student Mental Health Services**

This position is responsible for planning and implementing the mental health program (Student Assistance Program) at the Charter Schools as well as performing counseling services.

Duties and Responsibilities:

- Planning and developing a school-based mental health program which provides direct services to students, staff, parents, and the school community.
- Developing and providing services to students to assist them in meeting/achieving their educational, vocational, and personal-social needs and goals.
- Developing and providing developmental mental health programs for all students in the areas of self-awareness, interpersonal skills, education awareness, and career awareness.
- Serving a liaison function between parent and the community by facilitating appropriate agency referrals.
- Conducting informational programs/workshops for parents based on their needs (e.g., parenting skills, college financial aid).
- Consulting with faculty in order to assist them in developing effective classroom management techniques, providing relevant background information on students, and recommending appropriate educational strategies for dealing with students with special needs.
- Assisting in the transference of relevant student information to appropriate community agencies.
- Facilitating student referrals to appropriate community agencies.
- Supervise mental health professional staff members.
- Collaborate with partnering University internship program.

Knowledge, Skills, and Abilities:

- Demonstrated ability to lead others
- Ability to work independently and as a team member
- Mental health and related clinical experience
- Ability to transfer theory into practice and coach others to do likewise
- Strong ability to work on multiple projects at a time and committed to deadlines
- Experience managing crisis situations such as death, natural disasters, acts of terror, and other catastrophic events

Minimum Qualifications:

- PhD/PsyD
- Licensed Psychologist (Florida)
- Minimum of 7 years related counseling experience
- Experience setting up and administering a school based mental health program

REQUIREMENTS:

Physical Requirements: 2

Environmental Requirements: 2

Sensory Requirements: 6, 8