



# Poudre School District

## HUMAN RESOURCES DEPARTMENT

### JOB DESCRIPTION

Job Title: **Mental Health Intern and Fellowship Coordinator** FLSA Status: **Exempt**  
Job Family: **Professional** Pay Range: **A/P Schedule-Grade S**  
Prepared/Revised Date: **August 1, 2024** Job Code: **33523**  
Days: **230**

**SUMMARY:** The Mental Health Intern and Fellowship Program is a grant funded workforce development initiative to increase mental health professionals in schools providing culturally responsive, trauma-informed, and equity-based interventions. The Mental Health Service Professionals (MHSP) grant is a time-limited grant in collaboration with Colorado State University's (CSU) School of Social Work. This position will be responsible for direct supervision and evaluation of all Mental Health Interns and Fellows. Duties include providing individual and group clinical supervision to Mental Health Specialist Interns and Fellows, providing leadership by acting as a team lead to the Mental Health TOSAs on the Mental Health Service Professionals Grant. This is a time-limited, grant-funded position.

**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. Hire, evaluate, manage, assign, and support Mental Health Interns and Fellows under the MHSP Grant. Provide individual and group clinical supervision of the mental Health Interns and Fellows.
2. Collaborate with other Mental Health Intern and Fellowship supervisors to develop and maintain an internship and fellowship program that includes interviewing, training, managing, assigning, and supporting Mental Health Interns and Fellows. Provide support and oversight of the on-boarding and training program.
3. Conduct regular supervision meetings and ongoing consultation. Support a system of data collection for the interns and fellows. Use data to inform practices, as an annual summary is created.
4. Consult and act as a resource with interns, fellows, and other staff on matters such as mandated reporting, suicide risk screenings, student safety, multi-tiered systems of support, and ethical behavior in schools related to the code of ethics.
5. Demonstrate a commitment to: <ul style="list-style-type: none"><li>a. Understand, appreciate, and make accommodations for student and staff diversity.</li><li>b. Support the learning and professional growth of a diverse group of interns and fellows.</li><li>c. Include and engage families in the student's education.</li><li>d. Support all Poudre School District policies, procedures, and expectations.</li></ul>
6. Collaborate: <ul style="list-style-type: none"><li>a. With teachers, support personnel, administrators, colleagues, and community agencies around matters related to mentors/fellows to improve student outcomes.</li><li>b. With colleagues in team and building-based meeting and discussions.</li><li>c. With CSU To support the management of the grant and the internship and fellowship program.</li></ul>
7. Assist staff/interns/fellows in developing and implementing plans to support student needs, provide direct services with students and families in partnership with interns/fellows or other school staff, and support with district crisis events and recovery processes.
8. Support district-wide training initiatives related to mental health, trauma-informed practices, and suicide prevention.
9. Provide consultation and direct support to District administrators and principals on management of the CSU Mental Health Interns and Fellows. Collaborate with mental health specialists, school counselors, school social workers and school psychologists as needed to support the mental health interns and fellows.
10. Collaborate directly with district departments such as Language, Culture and Equity, Integrated Services, School Counselors, Human Resources, Grants Team and other departments as needed to fulfill the scope of the federal grant.

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| 11. Provide oversight and management of the grant. Work with CSU, PSD Finance and Human Resources to allocate funds appropriately, monitor budget(s) and provide reports when requested. |
| 12. Attend work and arrive in a timely manner.   |
| 13. Perform other duties as assigned.  |

**EDUCATION AND RELATED WORK EXPERIENCE:**

- Master's degree in social work with an emphasis in clinical practice.
- Experience providing mental health services within a K-12 educational system.
- Minimum of five years of experience in clinical practice and supervisory experience preferred.

**LICENSES, REGISTRATIONS, or CERTIFICATIONS:**

- Criminal background check required for hire.
- Valid US Driver's License.
- Valid Colorado Special Services license with proper endorsement required.
- Licensed Clinical Social Worker (DORA) strongly preferred.
- Valid Colorado Administrator or Principal License preferred.
- CPR and First Aid certifications encouraged.

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

- Oral and written communication skills.
- English language skills
- Interpersonal relations skills.
- Math and accounting skills.
- Customer service and public relations skills.
- Critical thinking and problem-solving skills.
- 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 diffuse and manage volatile and stressful situations.
- Excellent project organization and management skills.
- Ability to be a part of and work with a team.
- Knowledge of Poudre School District policies and procedures.
- 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 as well as standard office equipment.
- Operating knowledge of and experience with Microsoft Office products and other department software packages.



# REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
<b>Reports to:</b>	Mental Health and Prevention Coordinator	
<b>Direct Reports:</b>	Mental Health Interns and Fellows	10-40

- Responsible for assisting with the following: interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding, disciplining, and terminating employees; and addressing complaints and resolving problems.

**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		



MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
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			

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

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	