

POSITION DESCRIPTION
NORTHFIELD PUBLIC SCHOOLS
August 2021

SECTION I: GENERAL INFORMATION

Position Title: Mental Health Navigator	Department: Special Services
Immediate Supervisor's Position Title: Director of Special Services	FLSA Status: Non-exempt
Band/Grade/Subgrade: C - 4 - 3	Bargaining Unit: Other Staff
Job Summary: The mental health navigator will connect students and their families to community resources offering mental health services.	

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

Duty/Responsibility No:	1	Statement of duty/responsibility: Refer families to community resources and services.
Percent of Time:	35	
Tasks involved in fulfilling above duty/responsibility:		
<ul style="list-style-type: none"> ● Assist families in completing application forms or other paperwork as needed in order to receive mental health services. Follow up with families to ensure services were received. ● Coordinates follow-up services as needed. ● Build positive working relationships with agency and program partners, and ensure effective, timely communication with individuals and organizations central to this work. ● Collaborate with multiple agencies to assist with applications for mental health services. 		

Duty/Responsibility No:	2	Statement of duty/responsibility: Listen for, identify and document barriers and challenges families face when trying to access mental health services and help families troubleshoot barriers to these services.
Percent of Time:	30	
Tasks involved in fulfilling above duty/responsibility:		
<ul style="list-style-type: none"> ● Engage families as much as possible in the process of identifying collaborative solutions. ● Complete home visits and individual meetings with families. ● Consults and collaborates with social services, mental health and other community providers. ● Coordinates home, school and community resources in addressing the crisis situation. ● Provides information and assistance to families to help them understand their child's mental health concerns and the impact of these concerns on their child's educational, social/emotional, and/or behavioral progress. 		

- Communicates with staff, administration and parents concerning students' social, emotional and behavioral progress.

Duty/Responsibility No:	3	Statement of duty/responsibility: Keep accurate records of referrals, student and family data and resources.
Percent of Time:	30	

Tasks involved in fulfilling above duty/responsibility:

- Track data weekly using data tracking systems.
- Serve as an active member of District and community committees designed to support and address mental health needs.
- Maintains accurate record of student, parent and other contacts.
- Provides information to students and parents about services available within the community. Makes referrals to community providers as appropriate.

Duty/Responsibility No:	4	Statement of duty/responsibility: Other duties as assigned.
Percent of Time:	5	

Tasks involved in fulfilling above duty/responsibility:

- Perform other duties of a similar nature as assigned by the supervisor.

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:

REQUIRED EDUCATION/TRAINING (choose one)				DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.)
	less than high school diploma			A two year degree is preferred, but not required.
X	High school diploma or GED.			
	1 year college		2 years college	Major field of study or degree emphasis:
	3 years college		4 years college	
	1st year graduate level			
	2nd year graduate level			Essential knowledge and specialized subject knowledge required to perform the essential functions of the job:
	Doctorate level			

- Current knowledge of the community resources and support systems available to assist students and their families.
- Ability to deal effectively and appropriately with students, parents, educational and mental health professionals regarding student concerns and problems.
- Ability to communicate ideas clearly and concisely, both verbally and in writing.

	<ul style="list-style-type: none"> • Ability to travel between and among school and community sites throughout the District and to students' homes, as necessary. • Ability to be flexible and prioritize activities.
Required Work Experience in Addition to Formal Education/Training:	
Required Supervisory Experience: None	
LICENSE/ CERTIFICATION	Identify licenses/certification required upon hiring: None

ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK	Skilled in: <ul style="list-style-type: none"> • Interpersonal relationship skills • Verbal and written communication skills • Basic computer skills • Organizational skills • Planning skills
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RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS		
	Titles of Positions Directly Supervised	# of Employees
	TOTAL	

INDIRECT SUPERVISION:	
Number of employees indirectly supervised:	Total: 0

HAZARDOUS WORKING CONDITIONS: <i>The essential duties of the work are performed under various physical hazards or environmental conditions noted.</i>	Duties are generally performed in a typical school setting where there are minimal environmental hazards and risks associated with performing the requirements of the work. Duties of the job may involve some disagreeable human contact or interactions.
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PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities				
Employee is required to:	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand			X	
Walk			X	
Sit			X	
Use hands dexterously (use fingers to handle, feel)			X	
Reach with hands and arms		X		
Climb or balance	X			
Stoop/kneel/crouch or crawl	X			
Talk or hear				X
Taste or smell	X			
Physical (Lift & carry): up to 10 pounds		X		
up to 25 pounds	X			
up to 50 pounds	X			
up to 75 pounds	X			
up to 100 pounds	X			
more than 100 pounds	X			

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities

Physical requirements associated with the position can be best summarized as follows:

Light Work: Desk work, home visits, attendance at meetings.

SECTION IV: CLASSIFICATION HISTORY AND APPROVAL

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.

Signature – Department Head

Date

Signature – Human Resources

Date

Classification History: New August 2021