

Position: Assistant Manager, Licensed Clinical Social Worker,
Mental Health Services

Grade: 25 (Management Salary Schedule)

Summary

The Assistant Manager, LCSW, Mental Health Services is responsible for the delivery of clinical services, outreach, and consultation services to meet the mental health needs of college students enrolled at Cerritos College. The Assistant Manager is a practicing California Licensed Clinical Social Worker (LCSW) whose primary responsibility is to provide short-term therapy, crisis intervention, clinical preceptorship and supervision, outreach, and consultation services to the college community. This role also supports the function of the LCSW, Manager in providing administrative duties including, but not limited to, quality assurance practices, data collection and reporting processes.

Distinguishing Career Features

The Assistant Manager, LCSW reports to the Associate Dean of Student Health and Wellness Services (SHWS). This position provides direct clinical and non-clinical services to students, including assisting the LCSW, Manager in providing ongoing guidance and evaluation of an MSW Practicum Intern, LCSW and pre-licensed therapist program. May be assigned to assist with consultations, trainings, and presentations to college personnel on matters of student mental health, including conduct management and crisis response as a proxy to the LCSW, Manager; and maintains currency in the literature on current mental health trends and practices. This position stays consistent with accepted safe and effective practices and responsive as per professional standards.

Essential Duties and Responsibilities:

- Provides short-term therapy to students in individual and group formats; engages in triage, diagnostic interviewing, and development and implementation of treatment plans. Provides crisis intervention and emergency mental health services for students on campus. Provides group therapy and psychoeducational interventions to students. Maintains appropriate licensure.
- Performs administrative duties assigned by the LCSW, Manager including data collection and reporting, and support in the implementation, maintenance, and daily use of SHWS, electronic medical record (EMR) system. Participates in (?) peer-review and quality control procedures.
- Conducts outreach services to the college community to disseminate information about wellness and mental health issues and their treatment. Attends and participates in

professional development and conferences. Engages in program evaluation and quality assurance.

- Supervises MSW Practicum Interns, LCSW and pre-licensed therapist work, including planning, assigning, and scheduling work, reviewing work and ensuring quality standards, training staff, and overseeing their productivity.
- Assists in training and supervision of peer support counselors/educators.
- Perform related duties as assigned.

QUALIFICATIONS:

Minimum Qualifications for Education and Experience

- Master's degree in Social Work required.
- Possession of a current and valid license in Clinical Social Work issued by the California State Board of Behavioral Sciences, or equivalent if out of state with licensure in California required within one year of employment with the District.
- At least one year of post-licensure experience providing diagnosis and mental health therapy.
- Recent experience in mental health services, providing direct mental health therapy to clients.
- Experience with providing short-term therapy.
- Meet all California requirements to provide supervision to social work practicum interns and pre-licensed therapists.
- Therapeutic experience in working with clients from diverse backgrounds and/or those for whom English is not the first language.
- Understanding of and sensitivity to meeting the needs of the diverse academic, socioeconomic, cultural, disability and ethnic background of the student, community, and employee population.

PREFERRED QUALIFICATIONS:

- Experience working in a college mental health services center providing services to diverse students, faculty, and staff.
- Experience with Point and Click Solutions (PNC), EMR.

Knowledge and Skills

The position requires professional knowledge of:

- Knowledge of crisis intervention and demonstrated crisis intervention skills and techniques.

- Knowledge of guiding principles in mental health services in community college settings.
- Knowledge of legal and ethical standards of licensed mental health professionals.
- Knowledge of clinical therapy best practices in the treatment of individuals, couples, and groups, preferably in a community college setting.
- Knowledge of research project policies, procedures and practices, including data collection and analysis.
- Knowledge of record keeping procedures.
- Ability to interpret, apply and explain rules, regulations, policies and procedures related to providing direct clinical supervision to MSW practicum students.

The position requires demonstrated skill in:

- Interpreting, applying, and explaining rules, regulations, policies and procedures related to providing direct clinical supervision to practicum students.
- Providing direct mental health services, including brief individual and group counseling and mental health assessment and referral services to students with a wide range of mental health needs to support their academic success and retention.
- Analyzing situations accurately and adopting an effective course of action.
- Supervising, training, and providing work direction to others.
- Analyzing situations accurately and adopting effective course of action.
- Planning, organizing and prioritizing work projects.
- Meeting scheduling requirements, prioritizing projects, and adhering to deadlines.

Abilities

This position requires the ability to:

- Learn, interpret, and apply State Education Code, Government Code, Title 5, and other federal and state regulations as related to the responsibilities of the position.
- Be open to change and new methods in the assigned areas of responsibility.
- Continuously engage in learning and self-improvement.
- Guide and direct others in goal achievement.
- Work cooperatively and productively with internal and external constituencies.
- Advocate for shared governance, collegiality, staff cohesiveness and the other core values of the institution.
- Meet change with innovation to promote and meet the college mission.
- Assist the LCSW, Manager with:
 - Organizing, planning, developing, and writing innovative programs, developing new concepts, analyzing outcomes, and preparing clear and concise reports.
 - Directing and facilitating development of personal and team perspectives and developing and delivering training programs.

Physical Abilities

This position requires the physical ability to:

- Function in an office environment performing work of primarily a sedentary nature with some requirement to move about campus and to off-campus locales.
- Constantly operate standard office equipment including computer, printer, and copy machine.
- The ability to communicate information and ideas so others will understand. Must be able to exchange accurate information in these situations.
- Must be able to recognize printed material (printed or online) for more than 50% of the expected work time.
- Maintain physical condition necessary for patient care. Conduct patient assessment and treatment planning.
- Lift and move light to moderately heavy (less than 50 pounds) objects on an occasional basis with or without accommodations.
- Work a flexible schedule which may include evenings, weekends, and split schedules.

Working Conditions

Work is mainly performed indoors in a health center environment where safety considerations exist.

Board Approved: 04/02/2025