



Job Information

Job Title: Grief Support Specialist	Last Revised/Approved: <i>August 2024</i>
Job Code:	Reports To: Manager, Psychological Services & Allied Health
Office: Chief Academic Office	Department: Specialized Services

Compensation Information

Pay Grade: 200-day	Salary: Psychologist: \$68,102 – 110,570 School Social Worker: \$66,312 – 108,781 Counselor: \$59,128 – 103,599
FLSA Status: <i>Exempt</i>	Term of Employment: <i>Full-time</i>

Basic Function:

Collaborates with school support staff to assist students across the district who are processing grief, loss, and/or the impacts of psychological trauma. Provide support to students individually and/or in small groups using evidence-based techniques that address grief, loss, and the impacts of psychological trauma. Support the district crisis team responding to student and staff death, and other crisis situations.

Major Duties and Responsibilities:

- Provides individual and small group therapy counseling to students experiencing grief and/or the impacts of psychological trauma.
- Utilizes evidence-based therapeutic methodologies that measure ongoing progress and outcomes.
- Utilizes district-approved procedures for consent and progress monitoring of services.
- Consults and problem-solves with school personnel, families and students.
- Supports students who have experienced trauma.
- Collaborates with other school support staff and community agencies to provide services for students and families in crisis.
- Serves as a member of the district crisis team.
- Collaborates with other district departments to provide professional development regarding trauma sensitive practices.
- Manages district “handle with care” referrals for incidents involving grief, loss and the potential impact of psychological trauma.
- Creates and maintains accurate student records on service delivery plans and outcomes.
- Enters relevant information into the district’s student information system as appropriate.
- Conducts suicide risk and non – suicidal self-injury assessments per district guidelines.
- Provides follow-up supports, referrals to community resources and services to students and families.
- Collaborates with district support staff regarding suicide prevention efforts.
- Actively supports the MPS Strategic Plan.
- Completes other duties as assigned.

Qualifications:

- A graduate degree (master's or above) from an accredited institution in School Psychology, School Social Work or School Counseling.
- A valid DPI license in School Psychology, School Social Work or School Counseling.

- Three or more years of experience working in an urban school district environment, experience working on a district crisis team is preferred.
- Experience in counseling children around grief and loss utilizing evidence-based practices is required.
- Experience with the delivery of mental health services in a multi-tiered system of support is desired.
- Training and experience in trauma-informed care and evidence-based therapeutic methodologies, particularly in areas of school-based delivery (i.e. CBITS) is desired.
- Computer skills and knowledge of databases and MS Office software.

Working Environment:

- General office environment.
- Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.

Physical Demands:

- General office environment, must be able to handle light lifting, and occasional standing and bending.

Equal Opportunity:

It is the policy of the District that persons seeking employment with the District shall not be discriminated against in employment by reason of their age, race, creed, color, religion, handicap or disability, pregnancy, marital or parental status, sex, citizenship, national origin, ancestry, sexual orientation, arrest record, conviction record, military service, membership in the National Guard, state defense or reserves, political affiliation, use or nonuse of lawful products off the employer's premises during nonworking hours, declining to attend a meeting or to participate in any communication about religious matters or political matters, the authorized use of family or medical leave or worker's compensation benefits, genetic information, physical, mental, emotional or learning disability, or any other factor protected by local, state or federal law in all employment practices including terms, conditions and privileges of employment.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.

Reasonable accommodations shall be made for qualified individuals with a disability, unless such accommodations would impose an undue hardship on the District. Requests for accommodations under the Americans with Disabilities Act or under the Wisconsin Fair Employment Act must be submitted to the Employee Rights Administration Department in the Office of Human Resources.