



# SCHOOL-BASED WELLNESS CENTER ASSOCIATE MENTAL HEALTH COUNSELOR (SPECIAL ASSISTANT)

## Recruitment Timeline

**Applications will be  
reviewed and considered  
upon receipt**

Interested applicants are  
encouraged to apply as  
soon as possible.

**Interviews:  
TBD**

**Full-time, temporary  
position**

**\$40.00 per hour**

**[Apply Here!](#)**



**The City of Fremont's Human Services Department has  
an exciting opportunity to join a dynamic team!**

### The Position

The City of Fremont is seeking four full time Post Graduate Associate Mental Health Counselors to provide school-based mental health services located at Wellness Centers in Fremont High and Middle Schools, for the 2023-2024 academic school year from August 14, 2023 through May 31, 2024. Associate Mental Health Counselor works four days a week at school sites and receive clinical training, supervision one day a week. Counselors report to and receive clinical supervision from a Clinical Supervisor in the Human Services Department's Youth and Family Services Division.

Wellness Centers provide an innovative and positive health approach to addressing student stress and mental health concerns. They offer students a warm and friendly place to relax and refocus, practice healthy coping mechanisms or talk to a mental health provider. Wellness Centers may also reduce the need for intensive care; and may help to prevent emerging crisis situations by providing screening, as well as individual and group counseling. Associate Mental Health Counselors work collaboratively with the school site's Wellness Center Coordinator and school administration for programming, service coordination, referral and follow up. They are also part of a large clinical team at the City's Youth and Family Services Division, and receive continuous clinical training, consultation and professional development opportunities.

### Examples of Duties

- In collaboration with school site administration and Wellness Center staff, screen students for mental health services and counseling support.
- Provide individual and group mental health counseling services as appropriate, up to 20 hours of direct client services per week.



Human Resources Department  
3300 Capitol Avenue, Bldg. B  
(510) 494-4660 | [humanresources@fremont.gov](mailto:humanresources@fremont.gov)  
[www.fremont.gov/humanresources](http://www.fremont.gov/humanresources)

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## **Examples of Duties (Continued)**

- Provide family engagement and collateral services, including linkage to resources for students on caseload and their families, and school staff consultation for all students referred and on caseload.
- Provide crisis intervention and consultation for specific students as needed.
- Develop accurate diagnoses and care plans with clinical supervisor for all clients on caseload.
- Uphold legal and ethical standards for quality behavioral health care treatment following applicable CAMFT, APA, BBS and BOP guidelines.
- Maintain required clinical documentation (service transactions, progress notes, assessments, and care plans) in manners consistent with City, County and State standards and requirements.
- Participate in clinical supervision on a weekly basis (one individual hour and two group hours) and clinical training as recommended.

## **Education and Experience**

Any combination of education and experience which has provided the knowledge and abilities necessary to satisfactory job performance would be qualifying. A typical way to obtain the required knowledge and abilities would be: Master's degree or higher in psychology, counseling, or a related field, and have either applied for or received an Associate number with the California Board of Behavioral Sciences by the date of hire. Candidates must have at least one year prior field placement experience providing mental health counseling services to children, youth and families.

Possession of the following is highly desirable:

- Experience in providing counseling at school sites.
- Serving culturally diverse families.
- Completing MediCal/EPSTD documentation.
- Competency with electronic health records.
- Bilingual language skills.

## **Application Process**

Candidates may apply for this position by submitting a completed City application, resume and college transcripts through our online application system (Government Jobs) at:

[www.fremont.gov/tempjobs](http://www.fremont.gov/tempjobs)

Applications submitted without a resume and college transcripts will not be considered. Proof of Board Registration or submission of application with applicable state licensing board as a Post-Graduate Intern/Associate must be received by City of Fremont by the date of hire.

## **Selection Process**

The process may include oral panel and individual interviews, professional reference checks, fingerprint check for criminal history, current clear TB test, and other related test components. Only those candidates who have the best combination of qualifications in relation to the requirements and duties of the position will continue in the selection process. Meeting the minimum qualifications does not guarantee an invitation to participate in the process.

Reasonable Accommodation: Human Resources will make reasonable efforts in the examination process to accommodate persons with disabilities. Please advise Human Resources of any special needs a minimum of 5 days in advance of the selection process by calling (510) 494-4660 or emailing [humanresources@fremont.gov](mailto:humanresources@fremont.gov).

The City of Fremont is an Equal Opportunity Employer.

*The information contained herein is subject to change and does not constitute either an expressed or implied contract.*