

Job Description
Grant Funded Position

Job Title: Mental Health Grant Facilitator
for STOP School Violence

Supervisor: Supervisor of Student Services
and Support

Position Code:

Pay Grade: 38

Job Classification: Exempt

Contract Length: 245 Days

Job Summary

Position is responsible for coordinating the Department of Justice STOP School Violence grant and providing project direction and implementation for the school division. Position monitors the budget, evaluates the effectiveness of the program, provides staff development, and coordinates grant initiatives to ensure Mental Health training program meets the criteria as identified in the Department of Justice STOP School Violence grant.

Essential Duties

1. Manages the Department of Justice STOP School Violence grant and provides program oversight.
2. Monitors and evaluates the effectiveness of the Department of Justice STOP School Violence grant and recommends revisions and improvements as needed.
3. Prepares and submits reports regarding the operation of the Department of Justice STOP School Violence grant program.
4. Collects and reports Mental Health Awareness training data.
5. Collaborates with school staff to develop student led Mental Health Awareness campaigns for the division.
6. Serves as a liaison between the division and such agencies as human services, court services, community services board, and/or community based mental health agencies as it relates to Mental Health Awareness.
7. Acts as a resource to administrators, teachers, student support specialists, school social workers, school psychologists, school counselors, teachers, and health services personnel as it relates to Department of Justice STOP School Violence grant.
8. Conducts professional development sessions on Mental Health Awareness for division staff.
9. Trains a cohort of high school students in Mental Health Awareness.
10. Maintains necessary records and reports ensuring confidentiality of students and their families.
11. Inputs information for student services in shared data base.
12. Oversees grant fiscal responsibility and financial documentation in accordance with the grant budget, in cooperation with Supervisor of Student Support.
13. Models nondiscriminatory practices in all activities.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Other Duties

1. Performs any other related duties as assigned by the Supervisor of Student Services and Support or other appropriate administrator.

Job Specifications

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, who are otherwise qualified, to perform the essential functions.

Minimum Qualifications (Knowledge, Skills & Abilities Required)

Must possess a Master's degree in social work, psychology or a related field and some experience providing crisis intervention and mental health awareness education for staff and school aged children; or any equivalent combination of education and experience that would provide the noted knowledge, skills, and abilities. Must possess a demonstrated knowledge and understanding of mental health care services, trauma informed care, trauma sensitive schools, and referral resources. Must possess excellent assessment, case management, crisis intervention,

interpersonal, conflict mediation, and communication skills. Must possess the ability to conduct workshops and activities for staff, students, and their families. Must possess the ability to establish and maintain effective working relationships with students, parents, staff, and outside agencies. Preferred knowledge and experience using the Global Standards Package (GSP).

Working Conditions & Physical Demands

The physical requirements described herein are representative of those which 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, who are otherwise qualified, to perform the essential functions. Exhibit manual dexterity to dial a telephone, to enter data into a computer terminal/typewriter, and to perform; see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal levels and on the telephone; speak in audible tones so that others may understand clearly in person and on the telephone; ability to understand and follow oral and written instructions; physical agility to lift up to 25 pounds.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in an office environment.

Supervision Exercised: None

Supervision Received: Supervisor of Student Services and Supports

This job description in no way states or implies that these are the only duties to be performed by this employee. The Mental Health Facilitator for STOP School Violence will be required to follow any other instructions and to perform any other related duties as assigned by the Supervisor of Student Services and Supports or appropriate administrator. Newport News Public Schools reserves the right to update, revise, or change this job description and related duties at any time

Approvals:

Supervisor	Date
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I acknowledge that I have received and read this job description.

Employee Name (Print)	Signature	Date
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08/2025