



Mental Health Resource Navigator

Western Montana Professional Learning Collaborative ([WM-PLC](#)) and Montana Small Schools Alliance ([MSSA](#)) are hiring!

Job Goal: Promote development and implementation of coordinated mental health services, e-therapy platform, and other resources for school districts. Expand student, staff and family access to all mental health services. Provide leadership, advocacy, counseling and collaboration in order to promote student success.

I. **Employment Status:**

TRS reportable position.
Full time, Limited-term, Grant funded
School Year 2023-2024, Yearly contract

II. **Compensation and Benefits:**

Compensation: \$59,000-\$65,000 annually DOE
Annual Benefits: 15 days paid vacation; 12 days sick/personal leave; compensation time as accrued.

III. **Schedule:**

40 hours/week, prioritized to match school/standard business hours; some after-hours and weekend work time will be required.

IV. **Position Relationships:**

Reports to: Stop School Violence Project Coordinator of WMPLC.
Supervises: N/A

V. **Desired Position Qualifications:**

A. Education, Training, Experience:

1. Licensed school counselor, LCSW, or related field.
2. Three or more years of experience in school counseling, or school mental health systems, or public and private service providers catering to children and youth.
3. Ability to pass a background check.
4. Experience in coordinating services and staff in a school setting.
5. Strong communication skills, both written and verbal.
6. Experience acting as a systems change agent to improve equity, access and opportunities for students.



7. Experience collaborating with families, teachers, administrations and community for student success.
8. Must be proficient in the use of Google tools and Macintosh/Apple.

B. Related Position Qualities/Requirements:

1. Montana resident.
2. Advocacy, counseling/coordinating, use of data/assessments; using standardized practices/and or methods.
3. Leading, guiding, coordinating with others.
4. Operating within a defined budget.
5. Adaptability to changing situations and shifting projects based on school, community, grant needs.
6. Innovative problem solving in approaches to work, challenges in schools; takes initiative to explore issues and find potential innovative solutions.
7. Provide equity of services for rural, tribal, and frontier schools across Montana.

VI. Performance Responsibilities

1. Build relationships with school districts and school officials including supervising teachers, principals, superintendents and school boards.
2. Ability to clearly communicate grant services available to schools and facilitate their implementation in diverse settings. This includes delivering conference and meeting presentations across the state. **Statewide travel required.**
3. Collect, monitor, analyze and report data as needed.
4. Consult and coordinate school resources to best serve participating school districts.
5. Coordinate student access to mental health supports and support district staff to address student behavioral issues.
6. Serve as a collaborative team member with districts' student services structure.
7. Act as a referral resource and consultant to teachers, students, families and community agencies to provide support for mental health, behavioral/social-emotional needs and other critical services.
8. Work as a liaison between school district staff, mental health providers, community and county partners, state and national resources and students/families.



9. Provide school, parent, and community education on tools made available through the grant.
10. Willingness to be trained and provide training to school employees in various programs including but not limited to: MANDT, CPI, etc.
11. Ability to work independently, with minimal day to day supervision.
12. Ability to take the initiative, solve problems, and ask for guidance when needed.
13. Assist in meeting grant deliverables.
14. Follow all ethical and professional counseling standards (ASCA).

VII. How to Apply

Submit an [application](#) (make a copy—don't ask for editing permission), cover letter, three current letters of recommendation, resume, college transcripts (unofficial transcripts accepted, official transcripts will be required upon hire), and a copy of your Montana professional license or a statement explaining your ability to acquire it to:

director@wmpc.org

Contact Erin Lipkind at 406.218.0186 with questions.

Visit <https://www.wmpc.org/> and <https://www.mt-ssa.org/> for more information about our organizations.