

**TITLE/POSITION** Mental/Behavioral Health Supports Coordinator

**SUPERVISOR** Vista Peak Principal/Director in Student Support Services

**EVALUATION**

**CERTIFICATION REQUIREMENTS** Hold an active & unrestricted license issued by the \*Board, i.e. Licensed Professional Counselor (LPC), Licensed Clinical Social Worker (LCSW).

**ADDITIONAL REQUIREMENTS** Completion/maintenance of Clinical Supervisor educational requirements under A.A.C. R4-6-214, currently 12 clock hours of qualifying clinical supervision training AND 3 clock hour Clinical Supervision Tutorial on Arizona Statutes/Regulation PRIOR to beginning clinical supervision.

**QUALIFICATIONS**

**TERMS OF ADDENDA** Addenda/Extra Duty employment is term specific with no right of continuation. Remuneration is per the Board approved schedule. The administrator has the right to recommend a pro-rated addenda/extra-duty stipend based on completion of responsibilities. Should you be unable to fulfill your contractual obligation, the amount will be pro-rated upon actual days completed.

**ADDENDA TYPE** SELECT ONE  Flat Rate  Per Diem  Formula

**NOTES:** \*Arizona Board of Behavioral Health Examiners  
\$5,279.36 annually

**ITEMS REQUIRED AT THE START OF PROGRAM**

**DUE DATE:** July 2025

**EMPLOYEE SIGNATURE:** \_\_\_\_\_  
**COMPLETION DATE:**

- Draft & secure approval for updates to clinical supervision contract template.
- Identify eligible supervisees employed within the ED-P structures at Vista Peak and/or Paseo Hills.
- Finalize clinical supervision contract with appropriate candidates.
- Draft initial schedule of supervision hours (frequency, format, group vs. individual, etc.).
- Research & develop a proposal for expansion of MIPS eligible billing opportunities for mental/behavioral health services and/or supports.

Assist with developing process/documentation for staffing cases for PEER + program.

**ITEMS REQUIRED AFTER THE START OF PROGRAM**

**DUE DATE:** May 2026

**EMPLOYEE SIGNATURE:** \_\_\_\_\_  
**COMPLETION DATE:**

- Provide clinical supervision for up to 2 supervisees consistent with \* Board requirements specified in A.A.C. R4-6-212 and in alignment with clinical supervision contract(s).
- Maintain an appropriate schedule of supervised contact hours and complete all required documentation.
- Provide on-going guidance regarding requirements and procedures for mental/behavioral health services billing.
- Develop process for documenting and inputting services that are eligible for billing.

Engage in periodic meetings with MIPS billing vendor to execute and guide revisions to proposal/processes.  
Remain current with MIPS guidance and requirements.

**ITEMS REQUIRED AT COMPLETION OF PROGRAM**

**DUE DATE:** June 2026

**EMPLOYEE SIGNATURE:** \_\_\_\_\_  
**COMPLETION DATE:**

- Maintain updated clinical supervision documents and records.
- Provide a summary report of clinical supervision contact hours.
- Maintain handbook/forms for school-based behavioral health services eligible for billing.
- Coordinate with SSS and VP to update the annual ED-P application.

**COMPLETION OF ADDENDA**      **SUPERVISOR SIGNATURE** \_\_\_\_\_      **DATE** \_\_\_\_\_

<our employment is at will and may be terminated by the District, or by you, with or without cause. Termination shall become effective upon Board action. No legitimate expectation of continued employment is created by this notice of appointment, understandings with the District or its agents, interpretations of Board policies, salary/compensation schedules, Job descriptions or documents generated by the District.