

JOB DESCRIPTION

April 2026

Placer County Office of Education
1400 W. Stanford Ranch Rd.
Rocklin, CA 95765

COORDINATOR, MENTAL HEALTH COMPLIANCE AND SUSTAINABILITY

General Purpose:

The Coordinator, Mental Health Compliance and Sustainability is responsible to the County Superintendent and works under the direct supervision of the assigned administrator. This position coordinates mental health billing compliance, supervision and grants for PCOE and provides supports to county districts, schools, staff, students, and families. Primary duties include working to improve outcomes for students by establishing sustainable funding streams, compliance, and supervision processes to support integrated mental health systems and practices in schools and increasing the collaboration between schools, families, the local community and student-serving partners. This is a certificated management position.

Essential Functions and Responsibilities include the following. Other duties may be assigned as required:

- Collaborate with districts, schools and community providers to implement sustainable and compliant school mental health programs.
- Oversee and provide training, systems coaching, and clinical guidance to assigned staff within the Placer County Office of Education.
- Utilize evidence-based approaches to support schools implementing mental health systems, i.e., Implementation Science, Interconnected Systems Framework and/or Positive Behavioral Interventions and Supports.
- Utilize evidence-based practices to support high quality and sustainable programs, i.e., Cognitive Behavioral Therapy, Dialectical Behavioral Therapy, and Brief Intervention.
- Oversee or coordinate assigned programs within the Placer County Office of Education.
- Support local districts, including the Placer County Office of Education, and their schools in achieving mental health goals and priorities stated in their Local Control Accountability Plan.
- Coordinate and oversee PCOE's behavioral health insurance billing processes to ensure accurate and timely submission of claims for services provided by PCOE and contracted providers, ensuring billing operations support the broader implementation of mental health programming.
- Ensure compliance with Medi-Cal, private insurance, and other third-party billing requirements, including maintaining documentation standards, authorization procedures, and coding practices.
- Collaborate with finance, billing, and clinical teams to develop systems that support effective behavioral health billing practices, including documentation, data entry, and follow-up on claims.
- Monitor and audit billing procedures and documentation to ensure adherence to state, federal, and payer-specific guidelines, and recommend improvements where needed.
- Provide training and guidance to mental health and school-based staff on documentation practices required for billing behavioral health services, including progress notes, treatment plans, and intake forms.
- Coordinate with school districts and community mental health providers to align billing practices and ensure appropriate service documentation for reimbursement.

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- Track billing data and generate reports to analyze trends, reimbursement rates, and billing efficiency to support decision-making and continuous quality improvement.
- Serve as a liaison with billing vendors, third-party payers, and county agencies to resolve billing issues and ensure proper claims management.
- Assist in the development and implementation of policies and procedures related to behavioral health service billing to ensure sustainability and maximize funding opportunities.
- Participate in Placer County Children's System of Care collaborations, workgroups, and other associated meetings working to improve behavioral and mental health outcomes for our children and families.
- Collaborate with school leadership and district personnel to improve mental health and behavioral outcomes for children.
- Provide technical assistance on the process of identification of students with social, emotional, and academic problems which tend to interfere with satisfactory school adjustment to assist students to stay in school on target to graduate and demonstrate the character and competencies for workplace success.
- Research, write, and monitors grants, including identifying opportunities, preparing proposals, and ensuring compliance with reporting requirements.
- Support the development and implementation of insurance billing for integrated mental health programs for PCOE and district schools.
- Organize ongoing data collection for evaluation and data decision making purposes.
- Perform related duties as assigned.

Minimum Qualifications:

Employment Eligibility:

- Successful candidate must provide proof of employment eligibility and verification of legal right to work in the United States in compliance with the Immigration Reform and Control Act.
- Must have access to reliable transportation for travel to school sites throughout the county.

Education:

- Master's Degree in a related field is required.

Experience:

- History of successful collaborative experience including child welfare, mental health, and probation services is preferred.
- Experience managing or coordinating behavioral health insurance billing, including Medi-Cal and private insurance claims processes.
- Experience in supporting the implementation of complex programs.
- Experience training or coaching staff on billing documentation requirements and quality assurance procedures.
- Experience using electronic health records (EHR) or billing software to track claims, reimbursements, and service delivery documentation.
- Experience with engaging stakeholders, public agencies and education systems.

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Knowledge, Skills and Abilities:

- Knowledge of and familiarity with the needs of at-risk youth.
- Knowledge of public health inspired prevention models.
- Knowledge of effective implementation research and practices.
- Knowledge of effective mental health practices.
- Knowledge of Medi-Cal billing regulations, electronic billing systems and health records platforms, CPT codes, and documentation requirements for behavioral health services
- Ability to collaborate with multiple stakeholders and collaborative partners.
- Skills required for effective communication and organization.
- Ability to understand and carry out oral and written instructions.
- Ability to gather, collate and/or classify data.
- Ability to establish and maintain cooperative working relationships when working with others.
- Ability to facilitate learning activities and training for adults.
- Ability to comply with program goals and deadlines.

Required Testing:

- None

Certificates & Licenses:

- Must possess a valid California driver's license issued by the State Department of Motor Vehicles.
- Must possess one of the following: a valid Pupil Personnel Services Credential or California Administrative Services Credential or Certificate of Eligibility (COE) for a California Administrative Services Credential.
- Must possess a License or registration with the California Board of Behavioral Sciences as an Associate or Licensed Social Worker, Marriage and Family Therapist or Professional Clinical Counselor.

Clearances:

- Criminal Justice Fingerprint Clearance
- TB Clearance

Work Environment:

- Work is performed in an office or school environment, continuous contact with staff and representatives of other agencies.
- Spends periods of time participating in and attending virtual meetings and trainings.

Physical Requirements:

- The usual and customary methods of performing the job's functions requires the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, fingering and/or feeling.
- Manual dexterity to operate a telephone and enter data into a computer.
- Facility to sit at a desk, conference table or in meetings of various configurations for extended periods of time with or without reasonable accommodation.

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- Facility to see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, and computer screens and printouts with or without reasonable accommodation.
- Facility to hear and understand speech at normal room levels and to hear and understand speech on the telephone with or without reasonable accommodation.
- Facility to speak in audible tones so that others may understand clearly in normal conversations, in training sessions, and other meetings with or without reasonable accommodation.
- When applicable, facility to determine and differentiate colors with or without reasonable accommodation.
- When applicable, facility to drive an automobile or to arrange a consistent method of transportation.

Note: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary.

FLSA Status: Exempt

Employee Group: Management

Salary Grade: Level 9

Reviewed and Approved:

Superintendent:



Date:

4/23/20

Human Resources:



Date:

4/21/20