



## **JOB ANNOUNCEMENT**

Posting date: May 24, 2019

Applications due: June 30, 2019

Rolling Interviews

Decision Mid-June

**Job Title:** Counseling Associate  
**Reports To:** School Counselor  
**Classification:** Limited Part-time Internship, Non-exempt, 10-month Instructional Support  
**Start Date:** August 26, 2019 through June 12, 2020 (37 weeks)  
**Contract:** One school year. Renewal for a second year possible.

The Urban School of San Francisco, an innovative, coeducational, secondary independent day school of 420 students, seeks two part-time Counseling Associates for the 2019-20 school year: one 1-day Counselor and one 2-day Counselor. Both are one-year paid internships. Candidates should have completed their degree programs and be in the licensing process or newly licensed. Candidates should have experience in schools and with adolescents and be interested in Narrative, Somatic and Mindfulness practices.

These internships focus on counseling, teaching and mentoring skills and a deeper inquiry and understanding on what community mental health means in a high school context. For more information on Urban's mission and programs, please visit our website at [www.urbanschool.org](http://www.urbanschool.org).

### **Responsibilities**

Counseling Associates (along with the Director of Counseling services) provide mental health resources for the student community and staff the Counseling office during school hours. The 3-person Mental Health Services team work together and separately to provide creative counseling practice, mental health curriculum, and relevant training to peer counselors and faculty. Each Associate will teach a course in the *Being At Urban* program. Associates will assist with the Peer Ed theater class in the Fall term and with Peer Resources throughout the school year. Study and inquiry are also a key component of these internships. The team will meet weekly with attention to professional evolution in therapeutic theory and practice.

### **Counseling office**

Counseling practice is one main focus of the internship experience. The Counseling office is open during school hours and after school for an hour or two. Students (sometimes faculty and parents) make appointments in advance and drop by. Associates will keep a calendar of meetings as well as meet the unplanned visitors and circumstances of any school day. Associates will grow in discernment and finding appropriate clinical response to a range of student/school situations and struggles.

### **Classrooms and student groups/clubs**

Teaching/mentoring is another focus of these positions. Each associate will teach 3 mini courses in the Being At Urban program across the school year. The 2-day Intern will also join a club or group across the school year. Urban appreciates our counselors in both the classroom and the discourse and connections of clubs and affinity groups, art projects and sports teams.

**Associate Interns will:**

- Provide one-on-one counseling and small group counseling.
- Assist in mediation counseling and restorative justice circles.
- Develop creative psychology curriculum relevant for teenagers for U period BU courses across the year.
- Contribute to a range of social/emotional topics for lunchtime forums across the year.
- Witness and mentor in clubs or lunchtime forums as possible.
- Assist in Peer Resource and Peer Education theater.
- Help expand a network of local practitioners as speakers, teachers, referrals.
- Support faculty and parents in their relationships with students.
- Meet with the School Counselor for weekly supervision and training sessions.
- Consult with the team about student caseload and current community dynamics and concerns.
- Develop and teach one course a term in the BU program.
- Engage in BU weekly email thread and BU faculty meetings each term.
- Develop relationships with the student deans, Charisse, Riley and Charlotte.
- Develop relationships over time with co-curricular team and develop projects as relevant.
- Present on their Internship experiences at the close of their time at Urban.

**Physical Requirements While Performing Essential Functions**

Typical Working Conditions: Climate controlled office environment.

Equipment Used: Computer, phone.

Essential Physical Tasks: Sitting continuously over 5 hours per day, occasional lifting, occasional filing.

Compensation for Counseling Associate internships ranges from \$40 to \$48 per hour, depending on experience.

To apply, please send a cover letter, resume and two reference contacts via email to: [jobs@urbanschool.org](mailto:jobs@urbanschool.org), noting "Counseling Associate" in the email subject heading.

The Urban School is an equal opportunity employer; the school actively encourages applications from candidates of diverse cultural and socioeconomic backgrounds.