

**CUMBERLAND REGIONAL SCHOOL DISTRICT
BRIDGETON, NEW JERSEY**

JOB DESCRIPTION

WELLNESS COUNSELOR

JOB GOAL

Assist in implementing and delivering a comprehensive and coordinated Social Emotional Learning program to students in grades 9-12. Supporting students through a targeted and data-driven approach utilizing a variety of direct and indirect services to support students in becoming self and socially aware as well as responsible decision-makers.

QUALIFICATIONS

1. Valid New Jersey Educational Services Certification.
2. Minimum experience as determined by the Board of Education.
3. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

DUTIES/RESPONSIBILITIES

1. Assists in the development, implementation and delivery of a comprehensive SEL program.
 - Build the skills and mindsets students need to be successful socially and academically.
 - Provide direct instruction of the Social-Emotional and Character Development (SECD) competencies in a classroom and small group.
2. Counsels students individually and in group sessions in personal and social problems and remains available for further counseling to assist students to achieve greater success.
 - Provides counseling, follow-up/possible on-going counseling, and referral services to students regarding prevention/intervention efforts and related problems.
 - Cooperates with community service providers or other officials in the rendering of prevention/intervention programs and related treatment services, as needed.
3. A leader of the district Trauma-Informed Care, as well as Prevention/Intervention efforts, including:
 - Identify, address, and monitor individual students.
 - Assist students at-risk for drug and alcohol abuse, violence, bullying, depression, suicide, stress and anxiety disorders, gambling, eating disorders, gang involvement, and other social/emotional issues and related issues.
 - Assists with the in-service training of school staff concerning trauma-informed care and prevention/intervention programs/efforts.
 - Schedules and evaluates school-wide assemblies or guest speaker opportunities as they relate to trauma-informed care and prevention/intervention programs/efforts.
 - Serves as an information resource for trauma-informed care and prevention/intervention programs, curriculum development, and instruction.
4. Serves as a member of the District's student support teams (such as crisis, 504, I&RS, and emergency management teams).
5. Maintains current knowledge of trends and techniques within the field and actively pursues and continues professional growth through the performance evaluation and personal improvement plan.
6. Maintains a close relationship with the Child Study Team, including initiating Child Study Team referrals when appropriate.

7. Initiates conferences with parents, teachers, and other stakeholders.
8. Maintains an efficient record-keeping system, student records and confidentiality.
9. Assists in upholding and enforcing school rules, administrative regulations and Board Policy.
10. Performs other duties which may be within the scope of his/her employment and certifications as may be assigned by his/her supervisor or another member of the administrative staff under the authority of the Board of Education.
11. Adheres to the policies, regulations and procedures of the Board of Education.
12. Perform all other responsibilities and duties as may be assigned by the Superintendent of Schools, Principal or his/her designees.

ESSENTIAL SKILLS/ABILITIES

1. Leadership, organization, managerial skills in planning, implementation, and reporting of programs.
2. Demonstrated capacity to be self-directed, organized, and collaborative.
3. Communication and interpersonal skills with the ability to interact and work with all stakeholders.
4. Attention to detail with a focus on thoroughness and quality.
5. High integrity and ethical standards.
6. Knowledge of computer and software programs.
7. Regular participation of scheduled activities including summer days, daytime and evening events, paid at hourly rate.
8. Regular attendance.
9. Prolonged periods sitting at a desk and working on a computer.
10. Ability to attend and preside over meetings.
11. Ability to traverse school facility and grounds.

REPORTS TO

Supervisor of Guidance or Designee.

TERMS OF EMPLOYMENT

Salary and work year to be determined by the Board of Education.

EVALUATION

Performance of the job will be evaluated by the Principal and/or his designee.

*This job description is subject to change at any time.

APPROVED BY: **Cumberland Regional Board of Education**
 DATED: **April 29, 2021**