

Job Title:	Mental Health Counselor	Wage/Hour Status:	Nonexempt
Reports To:	Director of Secondary Education	Pay Grade:	
Dept. /School:	Educational Operations/ Assigned Campus	Date Revised:	12/05/2019

Primary Purpose:

Provide service to help students resolve personal, emotional and social problems that interfere with their adjustment to school and their ability to enjoy the benefits of the educational process. In addition, to provide individual and group counseling to students in grades 7•12 and proactive interventions to an at-risk population.

Qualifications:**Education/Certification:**

LPC, LMFT or LMSW

Special Knowledge/Skills:

Knowledge of individual and group counseling skills. Knowledge and skill in casework methods, Strong consultation skills for conferencing with teachers, parents, and students. Knowledge of prevention and intervention strategies, including behavior management interventions. Awareness and ability to access community resources. Excellent organizational, communication, and interpersonal skills. Knowledge and skills related to crisis intervention.

Experience:

Experience with school-aged populations including experience using prevention and intervention skills with students and families.

Major Responsibilities and Duties:**Instructional and Program Management:**

1. Conduct group and individual counseling sessions to enhance social development of students and provide peer support in areas such as grief, stress, or chemical dependency.
2. Perform casework service with parents to increase the parents' understanding, their constructive participation in resolving their child's problems, and their knowledge and use of available and appropriate resources.
3. Supervise the referral of students to outside agencies.
4. Serve as liaison between student, home, school, and community resources, such as family service agencies, child guidance clinics, courts, protective services, doctors, and clergy members. Access and work closely with community agencies to identify resources for student and family support.
5. Provide crisis intervention and preventive support as needed by students and their families.
6. Provide consultation with parents, teachers, administrators, and other relevant stakeholders to enhance work with students.
7. Coordination of proactive guidance program on assigned campus.

School/Community Relations:

8. Participate in campus and district-wide crisis intervention.
9. Model behavior that is professional, ethical, and responsible.
10. Participate in professional development to improve skills related to job assignment.
11. Develop and maintain effective individual and group relationships with students and parents.
12. Develop and coordinate a continuing evaluation of services and make changes based on the findings.
13. Compile, maintain, and file all physical and computerized reports, records, and other required documents.
14. Comply with all district and campus routines and regulations.
15. Participate in professional development activities to improve skills related to job assignment.

Consultation:

16. Assist in the planning and implementation of parent involvement activities.
17. Develop and conduct parenting training and support groups as needed.

Other:

18. Comply with policies established by federal and state law, State Board of Education rule, and school board policy.
19. Comply with all district and campus routines and regulations. Maintain a positive and effective relationship with campus and district administration, colleagues, students, parents, and the community.
20. Communicate effectively with campus and district administration, colleagues, students, parents, and the community.
21. Participate in professional development activities to improve skills related to job assignment.
22. Other duties as assigned.

Supervisory Responsibilities:

None

Working Conditions:**Mental Demands/Physical Demands/Environmental Factors:**

Ability to self-organize and pace schedule so that all assigned campuses are served. Travel between individual campuses required. Some flexibility in daily schedule required. Desire to learn new interventions from conferences and material required. Maintain emotional control under stress.

NOTE: The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, or skills that may be required.