

MIDWESTERN INTERMEDIATE UNIT IV

TITLE: Teen Parenting Counselor **DATE:** May 21, 2003
REVISED: August 13, 2014

REPORTS TO: Director of State and **APPROVED BY:** Board of Directors
Federal Liaison Services

JOB SUMMARY: Provide pregnancy, parenting, academic, and career resource
information to students.

PRIMARY DUTIES AND RESPONSIBILITIES:

1. Meet with each student in ELECT program at least four hours every month and coordinate the program.
2. Provide pregnancy, parenting, career guidance, and resource materials to all students.
3. Maintain records for case management.
4. Collaborates with community agencies and school districts.
5. Conduct home visits at least once a quarter.
6. Serve on community agency steering committees.
7. Perform other duties as assigned by the Director of State and Federal Liaison Services.

QUALIFICATIONS:

- One (1) to two (2) years school counseling experience or related field required
- Master's degree in education, psychology, secondary guidance, counseling, or related field is required
- Counseling certification required
- Must have valid driver's license
- Submission of pre-employment medical examination (Section 148 of the Pennsylvania School Code)
- Submission of a report of criminal history record from the Pennsylvania State Police (Section 111 of the Pennsylvania School Code)
- Submission of a clearance report from the Pennsylvania Department of Public Welfare in accordance with Act 151 of 1994
- Submission of Federal Criminal History Report in accordance with Act 114 of 2006
- Submission of Arrest/Conviction Report and Certification Form per Act 24 of 2011
- Such alternatives to the above qualifications as the Board of Directors may find appropriate and acceptable

PHYSICAL DEMANDS:

- Ability to reach above and below the waist
- Ability to use fingers to pick, feel and grasp objects
- Some stooping, bending, kneeling, and twisting of the body required

- Ability to lift and/or carry supplies weighing no more than 50 lbs.
- Ability to mostly sit with some walking and standing or moving throughout the work environment

SENSORY ABILITIES:

- Visual acuity
- Auditory acuity

WORK ENVIRONMENT:

- Typical office environment
- Subject to inside environmental conditions

TEMPERAMENT:

- Must possess excellent interpersonal skills
- Must be able to work in an environment with frequent interruptions
- Able to make judgments and work under high level of stress

COGNITIVE ABILITY

- Ability to communicate effectively
- Ability to organize tasks
- Ability to handle multiple tasks
- Ability to exercise good judgment

SPECIFIC SKILLS:

- Must possess leadership skills
- Must possess supervisory skills
- Must possess computer skills
- Ability to operate various office equipment
- Must possess conflict mediation skills
- Must appropriately handle confidential information

(Reasonable accommodations may be made to enable a qualified individual with a disability or disabilities to perform the primary duties and responsibilities of the job.)