

FLSA Status: Exempt
Prepared By: Director of Family Support and Director of Education
Job Title: School Counselor
Reports To: Director of Education
Location: Positive Tomorrows
Prepared Date: 2/22/2022

Summary:

A School Counselor provides school-wide mental and behavioral health support and engages in prevention, intervention, and evaluation activities as directed by the Purpose Statement, Mission Statement and Strategic Plan. A School Counselor collaborates with students, parents, and a multi-disciplinary team to promote a safe and healing environment thus increasing capacity for academic success and healthy social and emotional well-being for children impacted by homelessness.

Essential Duties and Responsibilities:

- Provides mental and behavioral health and wellness services and programs that foster pro-social skills and appropriate behavior.
- Conducts individual and small group mental health counseling sessions with students.
- Implements crisis intervention, restorative justice, risk assessment and conflict resolution responses.
- Teaches evidence-based social emotional and mental health curriculum to classroom students.
- Consults, facilitates, and maintains communication with parents, teachers, case managers, and members of the leadership team on specific student needs, goals, and treatment plans.
- Prepares monthly Housing Report.
- Collaborates with interdisciplinary team and departments through communication, professional development, project development, and program evaluation.
- Prepares and presents formal reports, case notes, assessments, and intervention records.
- Assists with fundraising efforts by providing data, client stories, etc.
- Other duties as assigned.

Knowledge, Skills and Abilities:

- Knowledge of trauma-informed practices; particularly elementary-aged children, family systems theory, and educational needs of the homeless.
- Knowledge of health regulations and ethics related to school-based mental health services including evidence-based therapies, suicide prevention, mandatory reporting, Individuals with Disabilities Education Act (IDEA) and Section 504 of the U.S. Rehabilitation Act.
- Proficient in office software programs (Microsoft Office, Outlook, and clinical note taking).
- Experience working with students in need of mental health services in a school setting.
- Ability to work in confidential matters and protect personal health information.

Personal Characteristics:

- Person of exemplary character who is deeply committed to Positive Tomorrows' mission.
- Responsive to change and able to address fast-paced challenges in providing services.

- Nonjudgmentally works with individuals from diverse backgrounds, social classes, and cultures.
- Establishes and maintains effective internal and external working relationships.
- Sets priorities, develop a work schedule, monitor progress towards goals, and track details, data, information and activities. Think critically and analyze situations.
- Motivated to work collaboratively and communicate as a member of a team.

Competencies:

To perform the job successfully, an individual should demonstrate the following competencies :

- Uses effective therapeutic approaches, applying evidence and research-based practices.
- Problem Solving – Gather and analyze information skillfully and apply it to situations where resolution is needed.
- Customer Service - Meets commitments while being respectful towards others.
- Interpersonal - Maintains confidentiality of families while balancing correspondence with other professionals. Remains open to others' ideas and perspectives and attempts new approaches when appropriate.
- Oral Communication - Speaks clearly and persuasively in positive or negative situations with families and other professionals. Demonstrates group presentation skills for large and small groups.
- Written Communication - Writes clearly and informatively, entering clinical notes promptly.
- Leadership - Displays passion and optimism, while maintaining respect and objectivity.
- Ethics - Treats people with respect, keeps commitments, inspires the trust of others, works with integrity, and upholds organizational values and mission.
- Organizational Support - Follows policies and procedures, completes administrative tasks correctly and on time, supports organization's goals and values, and supports organization through outside activities and relationships.
- Strategic Thinking - Develops strategies to achieve organizational goals, understands organization's strengths & weaknesses, and adapts strategy to changing conditions.
- Adaptability - Manages competing demands; able to deal with frequent change, delays, or unexpected events.
- Dependability - Follows instructions, responds to management direction, takes responsibility for own actions, keeps commitments, commits to long hours of work when necessary to reach goals, and completes tasks on time or notifies appropriate person with an alternate plan.
- Initiative - Volunteers readily, undertakes self-development activities, seeks increased responsibilities, takes independent actions and calculated risks, looks for and takes advantage of opportunities, asks for and offers help when needed.
- Judgment - Displays willingness to make decisions, exhibits sound and accurate judgment, supports and explains reasoning for decisions, and includes appropriate people in a decision-making process.
- Motivation - Sets and achieves challenging goals, demonstrates persistence, and perseverance to overcome obstacles.
- Professionalism - Approaches others in a tactful manner, reacts well under pressure, treats others with respect and consideration regardless of their status or position, accepts responsibility for own actions, and follows through on commitments.
- Quality - Demonstrates accuracy and thoroughness, looks for ways to improve and promote quality, applies feedback to improve performance, and monitors own work to ensure quality.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education/Experience:**
 - Possession of valid clinical license or under current supervision as a Licensed Clinical Social Worker (LCSW), Licensed Professional Therapist (LPC), Licensed Master Social Worker (LMSW), or another applicable licensure.
 - 2 years' experience in providing services to children and families preferred.
- **Language Ability:**
Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, and governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- **Reasoning Ability:**
Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- **Computer Skills:**
To perform this job successfully, an individual should have knowledge of Word Processing software, Spreadsheet software, Internet software, Project Management software and Database software.

Supervisory Responsibilities:

This job has no current supervisory responsibilities.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is infrequently exposed to outdoor weather conditions. The noise level in the work environment is usually moderate.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be willing to work flexible hours, including occasional evenings and weekends.
- Must have vision and auditory abilities to operate office equipment listed above.
- Must possess a valid Oklahoma Driver's license, proof of licensure or supervision credentials, have reliable transportation and the ability to drive.
- Must be able to carry 25 pounds

School Counselor

Date

Director of Education

Date