



The Lincoln Center for Family and Youth
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JOB DESCRIPTION

Title: School-Based Counselor

FLSA: Exempt

Reports To: Chief Clinical Officer

Summary: The Community Counselor provides early intervention counseling services to at-risk students in a particular school district. The Counselor also provides consultation services to school personnel, functions as a liaison to community agencies, and develops and implements prevention programs for school and community populations. The Community Counselor acts as a liaison between parents, community groups, and the school to develop drug prevention programs.

**Essential Functions
& Responsibilities:**

- Provide individual and group counseling to identify "high risk" students in assigned school.
- Serve as a resource to school administrators to assist with students in crisis and to address mental health and substance abuse related problems in the school environment.
- Coordinate the management and delivery of individual service needs with school administrative and guidance personnel, teachers, and appropriate community agencies.
- Conduct courses for parents focusing on communication skills and discipline/parenting techniques.
- Develop and implement programs related to alcohol and other drug abuse and prevention, including provision of aftercare support.
- Provide individual and group counseling for students concerned about alcohol and other drugs or identified as vulnerable to substance abuse, i.e. children of alcoholics.
- Provide classroom instruction to health classes in drug and alcohol education.
- Coordinate activities with parents and community groups to plan and implement programs designed to reduce substance abuse.
- Serve as a member of community task-force groups working with schools to maintain drug-free communities.

- Provide forums for parent and community participation educating the community at large in terms of alcohol and other drug prevention.
- Provide linkage with community providers to serve families and students needing referrals to out-patient or residential treatment programs.
- Collect data and submit required school and agency reports.
- Attend district faculty meetings and agency supervision meetings as assigned.
- Maintain current information about treatment facilities for substance abuse problems as well as mental health concerns.
- Facilitate the Student Assistance Program (SAP) or serve as a member on the SAP Team and become the primary source for crisis intervention
- Be an active member of the district's drug abuse and prevention program, including: 1) serving as a resource person to health instructors regarding drug and alcohol education programs and curriculum development; 2) coordinating activities with parents and community groups to plan and implement programs designed to reduce substance abuse; and 3) providing forums for parent and community participation, thus educating the community at large in terms of alcohol and other drug education.

- Skills:**
- Leadership and soft skills:
 - Excellent communication and relationship building skills
 - Ability to work effectively on a multi-treatment team
 - Technical skills:
 - Proficient in numerous clinical interventions
 - Knowledge of and ability to access community resources
 - Strong substance abuse intervention skills

- Education and Experience**
- Education: Master's degree in social services (psychology, social work or education)
 - Licensed Social Worker (LSW) or Licensed Professional Counselor (LPC) required

Hours of Work: This is a full-time, 40 hours per week, 10-month position

Travel: Travel is not expected but flexibility is required