



The Lincoln Center for Family and Youth  
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## JOB DESCRIPTION: SCHOOL COUNSELOR (PART-TIME)

**Title:** School Counselor – Part Time

**FLSA:** Non-exempt

**Reports To:** Chief School’s Officer

**Organization Summary:** The Lincoln Center for Family and Youth (“TLC”) is a regional social impact company serving the Philadelphia area for over 50 years. Founded in 1970 and incorporated in 1983, TLC is one of the region’s longest serving nonprofit organizations providing alternative education, coaching, and counseling services to public school students and their families. For more information, please visit <https://TheLincolnCenter.com>

**Position Summary:** The School Counselor (a) works with students, parents, and teachers to develop and implement individualized counseling plans to encourage academic and social-emotional growth; (b) provides individual and group counseling services to students; (c) conducts assessments and produces various reports; (c) works with other social services personnel and educators to ensure objectives of educational/ counseling plans are being achieved; and (d) communicates regularly to students and parents about current grades, behavior, and personal growth.

**Duties & Responsibilities**

- Facilitate individual and group counseling sessions
- Encourage students to discuss emotions and experiences
- Examine issues including substance abuse, aging, bullying, anger management, depression, relationships, self-image, stress and suicide
- Conduct home visits and assessments as necessary
- Compose and monitor individual growth/service plans
- Help students define goals, plan action and gain insight
- Maintain Individualized Education and Counseling Plans
- Complete progress notes and written reports
- Conduct weekly parental and district phone contact
- Maintain student records
- Complete reports as required by Federal, State and local entities
- Serve as member of the team and attend meetings as scheduled and requested
- Serve as a liaison to the sending districts
- Work with individuals, families, groups and communities
- Refer students to other community services as appropriate
- Take a holistic (mind and body) approach to student care

- Skills & Knowledge:**
- High degree of flexibility, sensitivity, warmth and empathy, be a team player
  - Strong sense of compassion and commitment to helping people, facilitation, being a change agent, listening, observation, reflection, goal planning
- Education & Experience:**
- Education: Bachelor’s degree in Psychology, Counseling, Social Work or related field required
  - Certification: Teaching or counseling certification preferred
  - Experience: Previous experience in an alternative school environment preferred
- Other Duties:** Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.
- Work Environment:** Home, school, community, and office settings.
- Work Hours:** This is a part-time, not to exceed 29 hours per week, 43-week position.
- Travel:** Occasional travel (e.g., chaperoning student class day trips)
- EEO Statement:** TLC is committed to a policy of Equal Employment Opportunity and does not discriminate on any legally recognized basis, including, but not limited to, race, age, color, religion, sex, marital status, national origin, citizenship, ancestry, physical or mental disability, veteran status, or any other basis recognized by federal, state or local law.