



The Lincoln Center for Family and Youth  
1100 Adams Ave | Audubon, PA 19403  
(610) 277-3715 | [jobs@TheLincolnCenter.com](mailto:jobs@TheLincolnCenter.com)

## JOB DESCRIPTION: SUBSTANCE ABUSE COUNSELOR

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**Title:** Substance Abuse Counselor

**FLSA:** Exempt

**Reports To:** TLC: Director, School-based Staffing

**Organization Summary:** The Lincoln Center for Family and Youth (“TLC”) is a social enterprise company serving the Greater Philadelphia Area for over 50 years. Founded in 1970 and incorporated in 1983, TLC is an entrepreneurial nonprofit providing innovative education, coaching, and counseling services to public school students and their families. For more information, please visit <https://TheLincolnCenter.com>

**Position Summary:** This position will provide substance abuse counseling services to students in grades K-12 at various school districts as well as in the community. Seeking Safety curriculum will be utilized as part of services.

**Duties & Responsibilities:** This position may be assigned any of the following activities, duties, or responsibilities as assigned by the District or TLC’s Director of School-based Staffing. This list is not a comprehensive listing and may change at any time with or without notice.

### Direct Student Services

- Counsel students/clients in individual or group sessions by listening to their stories, concerns or issues and providing feedback, including teaching them coping techniques and offering advice on their current situations
- Educate students/clients on treatment options, methods and techniques to ensure the student/client understands the process when they are completing the intake procedures
- Maintain records for student/client tracking, along with personal files for your use as you work with the student/client and create the treatment plan
- Work with other professional staff to collaborate on treatment methods and plans for students/clients and to assess suitability for counseling services or referrals to other treatment centers
- Encourage and monitor the progress of students and use information to adjust counseling strategies
- Communicate necessary information regularly to students and school staff regarding students' progress and needs
- Utilize Seeking Safety curriculum and other counseling modalities

### Coordination and Collaboration

- Collaborate and coordinate with district personnel, school staff, and GEAR UP partners to provide services and resources to participating cohort students

- Act as the liaison between the TLC and School District staff

#### Data Collection and Tracking

- Track all student/client-level activities
- Maintain accurate documentation of service objectives and outcomes

#### Meetings and Conferences

- Attend required meetings, training/education, including conferences as requested

- Skills & Knowledge:**
- Strong relationship- and team-building skills
  - Ability to communicate clearly
  - Strong organizational skills
  - Ability to be flexible and meet deadlines
  - Experience in individual and group counseling
  - Understanding of DSM-V diagnosis

**Education and Experience:** Bachelor's or Master's degree required in counseling, psychology, or related field. State licensing or certification required.

**Other Duties:** 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 full-time, 40 hours per week, 12-month position

**Travel:** Travel to designated school district and community sites. Some out-of-region travel to conferences possible.

**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.