



The Lincoln Center for Family and Youth  
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(610) 277-3715 | [jobs@TheLincolnCenter.com](mailto:jobs@TheLincolnCenter.com)

## JOB DESCRIPTION: CLINICAL SCHOOL COUNSELOR

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**Title:** Clinical School Counselor

**FLSA:** Exempt

**Reports To:** Chief Clinical Officer

**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:** The Clinical School Counselor provides support services to students, staff, and parents including referrals, counseling, assessment, diagnostics, and report writing. S/he serves the many varied and diverse needs of the individual students assigned. The Counselor works with other social services personnel and educators to plan and implement an appropriate educational/clinical program. S/he maintains consistency with program expectations to encourage academic, social and personal growth. The Counselor makes every effort to keep the student and parent abreast of current grades, behavior, and personal growth.

- Duties & Responsibilities:**
- Facilitate group counseling
  - Facilitate individual counseling with each assigned student once a week; encourage clients to discuss emotions and experiences; examine issues including substance abuse, aging, bullying, anger management, careers, depression, relationships, LGBTQ issues, 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
  - Maintaining individual student Education Plans, etc. and student rostering/scheduling
  - Complete progress notes and written reports within 24 hours of service provision
  - 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
  - Develop therapeutic processes
  - 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 and**

- Experience:**
- Bachelor's degree in Psychology, Social Work or related field
  - Pennsylvania Certification and/or license
  - Experience working in an alternative environment a plus

**Work Environment:** School settings

**Work Hours:** This is a full-time, 40 hours per week, 43 week position

**Travel:** Travel is occasional, such as 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.