



The Lincoln Center for Family and Youth
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JOB DESCRIPTION: SCHOOL COUNSELOR

Title: 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 School Counselor will work within a guidance program for students in middle and/or high school with a high degree of flexibility in serving the varied and diverse needs of the individual students. The School Counselor will have a strong sense of compassion and commitment to helping people. The School Counselor will be able to work in a team-driven environment with social services personnel, educators, and parents. The School Counselor shall possess a high degree of sensitivity, warmth and empathy while maintaining consistency with program expectations to encourage academic, social and personal growth.

Essential Functions & Responsibilities:

- Work within a middle and/or high school guidance program that provides students with a safe and non-judgmental way to voice their concerns or worries
- Assist school administrators and educators with planning and carrying out school-related programs and events
- Analyze student performance in the classroom to provide guidance and identify potential problems
- Support the school IEP team and contribute to action items related to special education requirements
- Learn students’ names, career objectives and other details so to better serve them
- Help students develop academic plans in accordance with their skills, talents and strengths
- Work collaboratively with the multi-treatment team and other supportive staff
- Facilitate crisis intervention and prevention programs
- Communicate with teachers, parents, and administrators on an ongoing basis about behavioral and academic problems
- Provide counseling utilizing an individual and/or group format
- Manage crises and ensure safety of students at all times
- Documentation must be completed on a daily basis
- Attend all required meetings and support collaborative meetings with school district and outside community agencies

- Skills:**
- Excellent communication and organization skills
 - Ability to balance administrative and support services efficiently

- Education and Experience:**
- School Counselor K-12 Certification required
 - Master's degree in Education preferred
 - Experience working with middle and secondary students a plus

Work Environment: School settings

Work Hours: This is a 43 week full-time 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.