



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

JOB DESCRIPTION: Special Education (IEP) Counselor

Title: Special Education (IEP) 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 Special Education Counselor works with special needs students in the elementary, middle, and/or high schools of Pottsgrove School District to ensure students have the academic and social-emotional support services they need in order to achieve their highest potential.

- Duties and Responsibilities:**
- Provide mental and behavioral health care services for students with IEPs/504 plans
 - Deliver counseling and support services as stipulated on IEPs/504 plans
 - Comply with all local and Federal laws and regulation related to students with IEPs/504 plans
 - Attend and participate in IEP meetings using a strengths-based and family-centered approach
 - Assist in production and delivery of IEP progress reports to parents/guardians
 - Provide case management for students and families requiring community resources
 - Provide data and clinical support regarding students’ progress with counseling goals

- Skills and Knowledge:**
- 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

Education and Experience: Education: Master's degree required, preferably in counseling or social work

License: Licensed Professional Counselor (LPC) or Licensed Social Worker (LSW) preferred

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

Work Environment: Office, school, and community settings

Travel: Travel to the designated school, various homes, and community settings.

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.