



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: SCHOOL-BASED COUNSELOR

---

**Title:** School-Based Counselor

**FLSA:** Exempt

**Reports To:** TLC's 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-Based Counselor will provide (1) early intervention therapy and counseling services in Coatesville school district, (2) case management and mental health support services at the school/schools and in the homes of at-risk students, and (3) consultation services to school personnel, liaison support to community agencies, in order to meet the requirements of the Coatesville School district's STOP School Violence Grant. The multi-year grant, funded by the U.S. Department of Justice, provides funding to improve efforts to reduce crime in K-12 schools and their respective communities.

**Duties & Responsibilities**

**SERVICES TO STUDENTS:**

- Identify students in need of trauma support and to provide prevention, screening, referral and treatment services to students potentially in need of services.
- Provide trauma-informed therapy and counseling interventions (group, individual and/or family) for at-risk students.
- Provide mentoring and other intervention models to children and their families who have experienced trauma or are at risk of experiencing trauma, including those who are low-income, homeless, in foster care, involved in the criminal justice system, unemployed, experiencing a mental illness or substance abuse disorder or not enrolled in or at risk of dropping out of an educational institution.
- Provide case management for students and families requiring multiple resources.
- Provide quality trauma support and behavioral health care services.
- Provide home-based services to the families of students who have experienced or are at risk of experiencing trauma, including those who are low-income, homeless, involved in the child welfare system or involved in the juvenile justice system.

**SERVICES TO SCHOOL PERSONNEL:**

- Assist teachers with behavior management strategies.

- Provide staff with essential information to better understand factors (cultural, societal, economic, familial, health, etc.) affecting a student's performance and behavior.
- Train school staff on trauma-informed approaches to education to develop safe, stable and nurturing learning environments that prevent and mitigate the effects of trauma.

#### SERVICES TO DISTRICTS:

- Provide consultation regarding school law and school policy including IDEA and Section 504.
- Assist in developing positive behavioral intervention strategies.
- Assist in developing and implementing educational programs, including programs on safety and bullying.
- Develop alternative programs for drop-out, truancy, delinquency, etc.

#### SERVICES TO PARENT/FAMILIES:

- Work with parents to facilitate their support in their children's school adjustment.
- Alleviate family stress to enable the child to function more effectively in school & community.
- Assist parents in accessing and utilizing school and community resources.
- Work with those problems in a child's living situation that affect the child's adjustment in school (home, school, and community).

#### SCHOOL-COMMUNITY LIAISON:

- Obtain and coordinate community resources to meet students' needs.
- Provide health services and intervention strategies by coordinating the services provided by eligible applicants and coordinated care organizations, public health entities, nonprofit youth service providers and community-based organizations.
- Foster and promote communication between the school entity, community and law enforcement.
- Increase access to quality trauma-informed support services and behavioral health care by linking the community with local trauma support and behavioral health systems.
- Help school districts receive adequate support from social and mental health agencies.
- Advocate for new and improved community/school service to meet the needs of students and families.
- Mobilize family, school, and community resources to enable the child to learn as effectively as possible in his or her educational program.
- Help school districts receive adequate support from social and mental health agencies.

#### **Skills & 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 & Experience:**

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

**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, 43-week position

**Travel:**

Travel to the designated schools, various homes, and community settings within the designated school district

**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.