
JOB TITLE: School Counselor

FLSA STATUS: Hourly – Part-time or Full-time (10 month)

Primary Function of Family Services School Counselor

Work in the school setting to provide, at a skilled level, counseling to schoolchildren who may be experiencing anxiety, stress, depression, or coping dysfunction.

Duties and Responsibilities

In addition to the specific duties and responsibilities shown below, the Family Services School Counselor is responsible for complying with policies and procedures established by Catholic Charities in administration, supervision, and delivery of services; and abiding by the Code of Ethics of Catholic Charities U.S.A., as well as the Code of Ethics of the individual's professional organization.

1. Develops, with the student-client and parents, an assessment of counseling needs and the types of counseling needed.
2. Develops, with the student-client and parents, counseling plans, goals, and objectives based on the particular needs of each client.
3. Employs a variety of effective (evidence based) counseling approaches to ensure an appropriate response to student-client's needs.
4. Documents work with student-client in a timely, concise, and accurate manner to ensure compliance with program standards.
5. Consults with school administrators, teachers, parents, collaborators and other relevant parties to address more holistically the needs of the student-client.
6. Consults with school administrators and teachers regarding the classroom behaviors of non-client students.
7. Prepares for and participates in case conferences or service team meetings to meet student-client's needs and program requirements.
8. Completes continuing education requirements of the Agency and appropriate professional organizations to ensure professional development and maintain state licensure.
9. Provides appropriate contacts with referral sources and community agencies to ensure continuity of care.
10. Documents student-client interactions in compliance with department policy.

11. Upon request, and with teachers and administrators, provides classroom programming to address specialized intervention.
12. Represents Catholic Charities with community organizations and parishes, as appropriate, to provide and enhance communication and partnership.

Reporting Relationship

Reports to: Coordinator, Counseling Services

Reports to: Director of Catholic Charities

Minimum Qualifications

- Master's Degree in Social Work or related mental health field or Master's of Science in Education with a School Counseling concentration
- Licensed Social Worker expected to work toward Licensed Clinical Social Worker status, Licensed Clinical Social Worker, or Licensed School Counselor
- Eligible for licensure with State of Indiana
- Knowledge of and and/or experience with needs and identification of abused and neglected children, child development and individual/family functioning
- Experience with resistant individuals and families
- Sensitivity to diverse cultural and economic groups

Desired Qualifications

- Licensed Clinical Social Worker or Licensed School Counselor

Must Receive Satisfactory Reports from Background Screening process.

Valid Driver's License

Willingness to travel to distant counseling sites at schools or parishes as needed.

Signature of Employee

Date

Signature of Supervisor

Date