STUDENT SUPPORT MENTAL HEALTH COUNSELOR

DEFINITION

Under supervision of the designated manager this person will provide services to meet student’s social emotional academic and college career developmental needs to further promote their successful completion of an academic program. The counselor provides behavioral and emotional counseling to groups and individuals, assists student in adjusting to school and community life, provides training to school staff on behavioral and mental wellness and supporting students in the classroom. Plans, organizes, implements, coordinates, and monitors educational support services for various children and youth provided in school and through county wide programs; establishes and maintains collaborative relationships and services as a liaison to schools, districts, county office of education, local and state agencies, and organizations addressing the needs of youth.

DUTIES AND RESPONSIBILITIES

- Acts as a liaison between students, teachers, and administration.
- Promote student mental health and wellness at district and county sites.
- Provide students with additional information and training in mental health, how to access services for self and others.
- Provides one-on-one and small group counseling at district and county sites.
- Provides trauma informed care for students, staff, and community, through appropriate on-site and off-site workshops and trainings that aides to the overall success for youth.
- Implements and analyzes various assessment tools to address the needs of students, staff, and community.
- Administers surveys and needs assessments for all clientele to analyze program success.
- Collect and report data for grant writing and funding opportunities.
- May operate County vehicles for transportation.

MINIMUM QUALIFICATIONS

Education and Experience
- A Bachelor’s degree in social work, clinical/school psychology, child development, counseling or related field is required. Master’s degree in a job related area is preferred;
- A minimum of three years’ experience working with children, families, or childcare providers;
- Training and experience in the positive management of serious behavior problems;
- Experience conducting behavior assessments or plans and writing positive behavior plans; or
- Credential in one of the following fields: Credential that authorizes school counseling or school psychology; credential authorizing the holder to deliver special education
Knowledge and Abilities
- Knowledge of multiple counseling approaches that promote healthy development of children, youth, and adults.
- Understands the impact and importance of trauma informed care, substance abuse, relationships, adolescent development, and group process.
- Competence in English grammar, punctuation, and spelling; standard types of office filing systems, and common equipment utilized in an office environment.
- Effective and efficient oral and written communication techniques.
- Ability to make presentations to adolescents and adults.
- Read and apply rules, regulations, and procedures.
- Establish and maintain effective inter-personal relationship with staff, families, and volunteers; work independently and maintain accurate records and reports.
- Provide confidentiality and ensure professional competence and integrity.
- Knowledge of public education system, juvenile justice system, special education, and mental health services; youth development concepts and foster youth services system.
- Knowledge of grant writing and grant management.

Physical Ability
Requires sufficient arm, hand, and finger dexterity to operate a personal computer keyboard, typewriter and other office equipment. Requires visual acuity to read words and numbers. Requires lifting of light to moderate objects (between 20 to 30 lbs.) on an occasional basis and sufficient ambulatory ability to stand for sustained periods of time. Requires ambulatory ability to go to different locations. Requires the ability to take precautions against a nominal exposure to health and safety risks. Requires speaking and hearing to communicate in person or over the phone.

Licenses
Valid California Class C driver’s license