

Position Description

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

General Information		
Position Title: Student Assistance Program Counselor	Location: Program Site(s)	Date: March 2017
Reporting Relationship(s): Position reports to the Director, School Services or Coordinator, Student Assistance Program		FLSA Classification: Exempt

General Summary

Student Assistance Program Counselors provide individual and group counseling, education, consultation and referral services to adolescents and their families participating in a school-based substance abuse prevention and early intervention program.

Duties and Responsibilities

- Interview and assess students and families in school, off-site or community setting, utilizing advanced specialized diagnostic skills and counseling techniques
- Assess students to determine if Student Assistance Program can provide the necessary treatment indicated and/or refers client for services provided through other agencies depending on the nature and extent of the problem
- Monitor, evaluate, and record client progress with respect to treatment goals
- Collaborate with school support staff and community professionals to discuss and make recommendations for diagnosis and treatment of clients
- Function as a mental health/substance abuse consultant for school staff and provide appropriate recommendations as necessary
- Design and conducts educational groups, programs and awareness activities for students, school staff, parents and community groups to provide information about program services and promote substance use and mental health prevention
- Prepare and maintain accurate, timely written and electronic case records in compliance with OASAS standards
- Collect and report written and electronic school outcome data and compiles monthly and quarterly reports as required by funder
- Participate in staff development and training programs
- Participate in monthly peer consultation group meetings
- Participate in and/or attends school functions i.e. Open House, school plays etc.

Education Requirements

Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Master's degree in social work, counseling or closely related field (LCSW, LMFT, LMHC). New York State license required, CASAC preferred.

Previous Experience Requirement

Post master's professional level work experience: Minimum (1) year or its part time equivalent, in mental health or substance abuse counseling* which included counseling person's ages 12 to 21 years.

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**Mental health and substance abuse counseling is defined as experience involving a specialized formal interaction between a mental health professional and a client in which a therapeutic relationship is established to resolve symptoms, stress, relationship or familial problems, difficulties in coping, etc. Experience in counseling which does not have interpersonal goals as the primary focus, such as academic, career, legal, financial, criminal justice, rehabilitation, etc. is not considered as qualifying experience for this position.*

Knowledge and Skills Needed to Perform Effectively in this Position

- Knowledgeable in the principles, practices and clinical techniques of counseling, particularly in substance abuse
- Knowledgeable in adolescent development, behavior and pathology, and the treatment of adolescents
- Knowledgeable in the services provided by mental health and substance abuse inpatient and outpatient clinics in the community
- Knowledgeable in services provided by public and private community agencies particularly those services for adolescents
- Knowledgeable in the public school system
- Ability to develop and maintain cooperative relationships with staff, adolescent clients, professional colleagues in the mental health and education systems, client families and community service providers
- Ability to prepare concise, timely and comprehensive social case work records, to analyze the information and to reach sound decisions

Additional Requirements

- Must submit to and pass background checks by the Office of Mental Health, the NYS Justice Center and the NYS Department of Education
- Valid driver's license
- Reliable Transportation
- Independent auto insurance (Minimum of \$100,000/\$300,000 liability limits)
- Incumbents in this position will be expected to work between 35 and 40 hours per week as job requirements and school calendars dictate
- This position description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor
- This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship
- Occasional evenings and weekends will be required

Physical Dimensions (Job-related physical abilities an individual needs to possess in order to perform the job in a satisfactory manner)

- This position involves extensive walking and driving and possibly lifting up to 20 pounds
- All requirements are subject to possible modification to reasonably accommodate individuals with disabilities

I acknowledge I have read and understand this job description. I agree to assume the defined responsibilities and perform these duties.
Employee Signature:
Date:

Contact Community Services, Inc.
6311 Court Street Road
East Syracuse, NY 13057

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