

Crossroads Foundation

Crossroads Foundation is an independent 501(c)(3) nonprofit organization that was founded 25 years ago. The mission of Crossroads is to provide promising youth who have limited options access to a quality Catholic high school education by nurturing their academic and personal growth so they may succeed in college and in life. Crossroads has a staff of seven employees. The direct service staff consists of one full time counselor and two half time counselors who maintain a presence in our seven host high schools every day. The Director of Academic Support Services, who oversees all academic affairs, works very closely with the counselors. Although it works closely with the Catholic schools system, Crossroads is independent of the Catholic Diocese.

Position Overview

The Crossroads Counselor plays a mission-critical role in the work of the Foundation as an advocate, mentor and advisor for Crossroads scholars grades 9 -12. The Crossroads counselor is responsible for helping all students through a comprehensive developmental counseling approach. The Crossroads counselor works with scholars to supplement, rather than supplant, the responsibilities and involvement of parents/guardians, school administrators, teachers, and counseling staffs. The Counselor is expected to respect each scholar, strive to understand each scholar's background and the factors influencing his/her present circumstances. It is imperative that the Crossroads counselor approach scholars, parents, teachers, and others with warmth and understanding. The Counselor must display an accepting and optimistic attitude about the potential of each student, and the belief that people can change in positive ways. To be effective, the counselor should be committed to personal change and growth, not only in others, but also in him/her self. Other essential attributes for the position include the ability to relate to and effectively communicate with people of all ages and cultures. In addition, the Counselor should know his/her own values, skills, and limitations, and respect the boundaries of their professional qualifications.

1. Guidance & Counseling

Demonstrate ability to support scholars in order to maximize their personal/social development, academic achievement, and college and career readiness; apply appropriate counseling approaches to maintain individual and group relationships with scholars and address school related issues.

- Provide a proactive, comprehensive developmental counseling program for all scholars, 9-12th grade within the school they are enrolled in and with the Foundation.
- Understand multicultural issues and individual differences when considering how to assist each scholar maximize their personal/social development.
- Provide counseling in response to individuals and small groups with academic, career, personal, and social needs or concerns.
- Plan, monitor and manage scholars' educational development including assisting with planning for college.
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- Provide individual developmental, preventative, remedial, and/or crisis counseling.

2. Program Assistance

Demonstrate ability to support Crossroads programs

Crossroads counselors function in the area of program support within the Crossroads Foundation. Counselors work with board and staff members to plan, facilitate, and evaluate programs servicing scholars. Counselor will:

- Use a planning process to define needs and priorities and determine appropriate objectives for each scholar.
- Support Program Manager and other staff to define needs, priorities, and objectives of future programs.

3. Advocate

Serve as advocate for scholars with the school and community and provide feedback and insights to teachers, administrators, parents and other community members. Coordinate resources and make appropriate referrals.

- Knowledge of the students and their strengths and weaknesses to assist teachers, staff, administrators, and parents understand both individual behavior and relationships.
- Interpret relevant information to school personnel regarding the needs of scholars and advocate for them within the school system.
- Consult with all invested parties and outside resources when necessary to assist scholars overcome social/emotional hurdles and academic obstacles.
- Collaboratively provide professional expertise to advocate for individual scholars and specific groups of students.
- Understand when it is appropriate and advantageous to refer scholars, parents and other to special programs and services.

4. Assessments

Demonstrate ability to analyze school-based and Crossroads assessments to identify scholars' abilities, aptitudes, achievements, and interests to support overall success.

- Analyze assessments and inventories provided by Crossroads
- Collaborate with schools to help scholars identify their abilities, aptitudes, achievements, and interests.
- Respect ethical boundaries by honoring the confidentiality of assessment data.
- Provide analysis of scholars' needs, document contact hour and support provided, and collect achievement data on a regular basis
- Interpret standardized test results and other assessment data with the assistance of school personnel to guide students in individual goal setting and planning.

5. Professionalism, Standards & Competencies

Have a thorough understanding of organizational policies and procedures, ethical standards of the profession and of established standards and competencies set for counselors. Maintain good professional character and commitment to professional growth.

- Complete understanding of Crossroads Foundation board policies upon hire; knowledge of GPS Handbook.
- Utilize established protocols when working with Crossroads scholars
- Demonstrates ability to communicate effectively and to be readily accessible by all parties who are invested in scholars' achievement
- Possess high competency in use of technology such as Microsoft Office, various school database systems, share drives, electronic calendars, etc.
- Exhibit professional characteristics such punctuality, good attendance, teamwork, and desire for growth
- Committed to current professional standards of competence and practice; promotes and follows ethical standards for counselors.
- Use professional written, oral communications and interpersonal skills.
- Participates in ongoing professional development
- Prepares for and participates in weekly staff meetings and bi-weekly staffing meetings.

Qualifications

This position is a PT Counselor working 25 hours a week. A car is a MUST. Qualified candidates should have at a minimum a degree in Education, Social Work, Counseling or a comparable field with experience working with adolescents in an academic setting or in youth development. A Masters Degree is preferred, however candidates who are currently pursuing graduate work in Education or Counseling will also be considered. Experience with students who are considered

“at risk” is highly desirable. Crossroads Counselors are an integral part of the organization and work closely with the Executive Director and the Director of Academic Support Services. This position reports to a fully certified school counselor who will provide guidance and supervision in each of the five service components identified in this document in a professional and accountable manner:

Knowledge and Experience

The candidate must demonstrate knowledge of:

- Student counseling with emphasis on adolescent development of youth from underserved populations with limited resources and an understanding of mental health issues.
- Educational systems at the high school level.
- Strong computer skills including working knowledge of Word, Excel, PowerPoint and Outlook.

To Apply

Qualified individuals may apply confidentially by submitting resume, cover letter and compensation requirements as MS Word attachments to: info@crfdn.org. Please include three references. All final candidates must provide copy of most recent transcripts.

Deadline for submitting an application is September 31, 2013.