### Friendship Circle Mission

The Friendship Circle of Pittsburgh is a non-profit that was established in 2006 with the intention of creating a more inclusive community. Our programs engage youth and adults with diverse abilities in a full range of social activities; we aim to enrich the lives of all participants through mutually advantageous interactions, creating lasting friendships that strengthen both the Jewish and greater communities. Members of the Friendship Circle participate in a diverse range of activities and experiences tailored to each age group. We offer over 200 events for children, teens, and families including cooking, sports, and social outings!

### Project Overview:
The Friendship Circle of Pittsburgh’s mission is to be a compassionate, inclusive and transforming presence within our community. Our programs engage youth and adults of all abilities and with a variety of interests in a full range of social activities. We are looking to hire a Part-time Adolescent Wellness Counselor for the FC Crew program – a new initiative to train and empower teens to be attuned and responsive to the psycho-social needs of their peers.

### Role Overview:
The Adolescent Wellness Counselor will oversee the behavioral health aspect of the Friendship Circle programs with the most effective methods to support our teens and members. They will work with us to provide behavioral health training sessions for our FC Crew teen leaders and staff of Friendship Circle, attend and observe select crew meetings, consult with teens directly, and meet with organizational leadership to provide guidance in the overall structure and methods of the program. When meeting with FC Crew teen leaders, our Adolescent Wellness Counselor will be responsible for reviewing the teen’s program plans and discussion topics, offering pointers and direction in the best ways to engage and support their peers. The Adolescent Wellness Counselor will also be the primary point of contact for our teens to address any behavioral health red flags they might observe in their peers thus closing the loop between our teens and adult mentors.

### Responsibilities:
- Maintains daily records of goals and productivity in the program
- Provides individual support as needed while developing, implementing and managing group programs and activities.
- Provides education, training, mentoring and resources to Friendship Circle staff focused on the behavioral health needs of Friendship Circle participants
**JOB DESCRIPTION**

- Review and update program plans, monitor progress and initiate recommendations for continuing growth and development
- Implements, improves, and adapts concepts, models, and constructs of program activities for application in service delivery
- Creates a program and environment that is supportive and inclusive
- Independently demonstrates competency in management of administrative responsibilities associated with FC Crew groups with minimal supervision.
- Documents all assessments programs sessions, contacts, and other work done on behalf of the program according to guidelines.
- Reviews group and individual involvement as indicated
- Participates in the quality assurance and performance improvement activities of the program.
- Assesses changing needs of the programs, members and organization and incorporates these into programs, activities and plan review
- Discusses need for additional services with the team to determine appropriateness of recommendations. Refers members to additional resources as needed.
- Able to promote a collaborative and productive work culture. Exhibits behavior consistent with Friendship Circle’s core values.

### Experience

### Education

### Requirements:

#### Qualifications:
- Master’s Degree in Psychology, Social Work, Counseling, Education in school counseling, or related field required.
- Two years experience working adolescents preferred
- Two years of clinical counseling experience preferred

#### Licensure, Certifications, and Clearances:
- Licensed Clinical Social Worker (LCSW) or Licensed Professional Counselor (LPC) or Licensed Marriage Family Therapist (LMFT) is required.
- Act 33 with renewal
- Act 34 with renewal
- Act 73 FBI Clearance with renewal

### Working Conditions/Physical Demands:

- While performing the duties of this job, the employee must be able to:
  - See, hear, talk and perform tasks requiring manual dexterity and visual acuity; kneel, sit, stand, walk, crouch, stoop, reach, pull, push and other similar, repetitive tasks requiring physical activity.
  - Able to operate standard office/computer equipment

This is not an all-inclusive document. Additional duties, expectations, demands, etc. may be added or changed to this document on an as-needed basis in order to meet organizational needs. The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The Friendship Circle is an Equal Opportunity Employer/Disability/Veteran

To apply for this position please send your resume to Sara P. Cato at sara@fcpgh.org

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2