JOB DESCRIPTION: Individual and Group Counselor for Female Students
REVISED: June 2021

TITLE: Individual and Group Counselor for Females

REPORTS TO: Director of Counseling Services

JOB STATUS: Exempt

JOB CATEGORY: Full time
SUB-CATEGORY: None

SUPERVISORY RESPONSIBILITY: None

PRIMARY PURPOSE:

Provide individual and group counseling to female students and their families in a nurturing and caring atmosphere and support the Director of Counseling in organizing school life activities; as a core primary purpose, all job positions are to maintain the mission and vision of The Neighborhood Academy.

NATURE AND SCOPE:

1. Develop and coordinate the Counseling curriculum.
2. Coordinate diagnostic testing.
3. Provide individual and group counseling for students and when necessary, their families.
4. Provide crisis counseling.
5. Aid School Leadership as needed.
6. Act as liaison between students and families and community agencies.
7. Implement individual treatment plans for students when needed.
8. Monitor classrooms for behavioral and student/faculty interactions.
9. Participate in and assist with The Neighborhood Academy’s Summer Program.
10. Record monthly therapeutic hours for yearly statistics.
11. Keep a weekly journal of individual and group activities.
12. Keep track of all Counseling activities, events, and statistics.
13. Write end of year evaluative reports.
14. Head a sports team and provide support and liaisons as required.

KNOWLEDGES / SKILLS / ABILITIES

- Energy and love for working with students.
- Knowledge of inner city and traumas of poverty (especially its effect on the psycho/social development of females).
- Self-starting, highly motivated abilities.
- Empathetic “people person” who understands the value of relationship building.
- Excellent verbal and written communication and organizational skills.
- Effective conflict management skills.
- Strong organizational and interpersonal skills.
- Excellent skills in written, verbal and oral communications.
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EDUCATION / EXPERIENCE / SKILL REQUIREMENTS:

▪ Bachelor’s degree in Counseling, Psychology, Social Work or related field required; master’s degree preferred.
▪ Minimum of two years of experience in providing/supporting counseling services in an inner-city environment.
▪ Proficiency in the use of technology, including Microsoft Office.
▪ Federal FBI & Pennsylvania Criminal Background & Child Abuse Clearances

WORKING CONDITIONS

▪ General office environment.
▪ Lifting of up to 10 pounds.
▪ 50% travel using own vehicle.
▪ Driver’s license needed for travel.

DISCLAIMER:

This job description indicates the general nature and level of work expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the employee, who may be asked to perform other duties as required.

REVIEWED AND APPROVED:

_______________________________________  ________________________
Signature                                  Title

_______________________________________
Date