

**RUMSON-FAIR HAVEN REGIONAL HIGH SCHOOL DISTRICT
JOB DESCRIPTION MANUAL**

Licensed Professional Counselor/Treatment Coordinator

QUALIFICATIONS:

1. Possesses Bachelor's Degree or Higher Degree
2. Required: valid New Jersey Licensed Professional Counselor Certificate **and/or** Licensed Certified Alcohol and Drug Counselor Certificate. Also required: Nationally Certified Counselor certification and Approved Clinical Supervisor certification.
3. Demonstrates effective problem solving, communications, organization, planning, record keeping and human relations skills.
4. Demonstrated knowledge of substance abuse curriculum development, counseling and staff development.
5. Ability to work effectively with students, staff, parents, outside agencies and community groups.
6. Strong interpersonal and communications skills.
7. Required onboarding prerequisites including, but not limited to, successfully completing required criminal history background check; proof of U.S. citizenship or legal resident alien status; and current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment.

REPORTS TO: Principal or designee

SUPERVISES:

The district's student in-patient/out-patient placements along with the social, emotional, and academic programming of students.

JOB GOAL:

To provide ongoing emotional, behavioral, and academic support of at-risk students.

PERFORMANCE RESPONSIBILITIES:

1. Assesses students' mental health and/or involvement with substance abuse and makes appropriate referral to treatment facilities when necessary.
2. Coordinates at-risk students in appropriate mental health and substance abuse facilities.
3. Works in cooperation with district and out-of-district resources to support students' educative and social/emotional needs.

4. Communicates with outside agencies involving mental health and substance abuse treatment concerns (during placement and upon return).
5. Coordinates the development of educational plans and collects data for students attending mental health and/or substance treatment facilities.
6. Coordinates the educational plans and collects data for students in out-patient programs.
7. Conduct support groups for students within the district.
8. Facilitates professional development of staff through individual and group inservice experiences.
9. Plans and conducts programs to prevent substance abuse (in conjunction with SAC), improve community health, and counseling services.
10. Coordinates and/or presents workshops and courses regarding mental health issues.
11. Proactively works with identified students deemed at-risk.
12. Assists with the Anti-Bullying Program as assigned by the Principal and may participate on Intervention and Referral Services Team
13. Develops community awareness through active participation as a school liaison to appropriate community groups and organizations.
14. Guides students in the development of skills and strategies for dealing with their problems.
15. Prepares and maintains all confidential treatment records and reports.
16. Counsels students individually and in group sessions, to assist in overcoming dependencies; adjusting to life challenges; and making healthy changes; and developing coping/resiliency skills.
17. Serves as a liaison among Guidance, Child Study Team, and SAC regarding at-risk students and administrators.
18. Coordinates and maintains comprehensive DYFS and mental health statistics for the school.
19. Acts as student advocate to coordinate required services or to resolve emergency problems in crisis situations.
20. Refers students or family members to community resources or to specialists as necessary.
21. Counsels family members to assist them in understanding, dealing with, and supporting their children.
22. Evaluates the effectiveness of counseling programs and students' progress in resolving identified problems and moving towards defined objectives.
23. Modifies treatment activities and approaches as needed to comply with changes in students' status.
24. Learns about new development in field by reading professional literature, attending courses and seminars, and establishing/maintaining contact with other social service agencies.
25. Coordinates and/or presents workshops and seminars/courses about mental health issues.
26. Performs all other duties as may be assigned by the Principal or Superintendent of Schools.

TERMS OF EMPLOYMENT: Non-aligned; 12-month contract term with work year following the same 10-month schedule of District Teachers plus up to a maximum number of hours over the *Summer Period*. The *Summer Period* shall be defined as the

July 1 through August 31 of the corresponding school year (also known as the Contract of Employment year for the employee) as well as the day after the last reporting day for District Teachers through June 30 of the same July 1 through June 30 school year. This position is not eligible for tenure.

ANNUAL EVALUATION: Performance of the position will be evaluated annually in accordance with the terms set forth in the Contract of Employment between the Board and the employee.

ADOPTED: May 10, 2022