

## **Pierce Joint Unified Job Description Job Description**

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**JOB TITLE: PREVENTION AND INTERVENTION COUNSELOR**

**SALARY SCHEDULE:** Administrative

**LOCATION:** School Sites

**REPORTS TO:** Site Principals

**BOARD APPROVED:** 6/16/10

**REVISION APPROVED:** 4/17/14

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**SUMMARY:** Responsible for providing school-based prevention and intervention support services to students.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Conduct individual conferences for at-risk students and their parents/guardians to: 1) determine mental /social/emotional/academic needs; 2) provide counseling with a focus on personal and academic support, positive behavioral intervention, and conflict resolution; 3) refer to needed services.
- Consult and collaborate with district administration and staff relative to students' school program and relationships with peers, teachers and administrators.
- Provide crisis intervention services to students to deliver short-term mental health support and refer to needed services.
- Collaborate with parents, teachers, administrators and support staff in the development of counseling goals for students.
- Conduct observations and evaluations of student problems and suggest informal recommendations, as appropriate.
- Work collaboratively with school SST's, school psychologist and other support personnel to ensure student success.
- Create opportunities for students to feel a sense of belonging at school.
- Facilitate 504 and SST meeting at the middle school.
- Articulate individual student needs between sites.
- Perform other duties as assigned.

### **MINIMUM QUALIFICATIONS:**

- Possess a license issued by the State of California as a Psychologist, Licensed Clinical Social Worker, or Marriage and Family Counselor and possesses a Pupil Personnel Services Credential
- or-**
- Possess a Pupil Personnel Services Credential with a Specialization in School Counseling.
- Must possess a valid California Drivers' License.

### **EDUCATION AND EXPERIENCE:**

- Bachelor's degree required
- Master's degree desirable
- Two years of professional experience working in behavioral health counseling, psychotherapy or related social services including experience working with school age children.

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**KNOWLEDGE AND ABILITIES:**

**Knowledge of:**

- Effective practices for providing counseling services to students in school settings.
- Counseling techniques for school age children and adolescents, including principles and methods of individual and group counseling.
- Effective communication techniques, including conflict resolution.
- Laws, rules and regulations related to the provision of counseling services to children.
- Diversity within Pierce District including academic, socio-economic, cultural, disability and ethnicity backgrounds of students.
- Bilingual-Spanish (preferred)

**Ability to:**

- Establish and maintain cooperative working relationships with school staff, families and members of other professional disciplines.
- Recognize a potential crisis and deliver appropriate crisis intervention services.
- Communicate effectively both orally and in writing.
- Maintain current knowledge of program rules, policies, regulations, requirements and restrictions.
- Accurately read, interpret, apply and explain regulations, policies and procedures to others.
- Operate a computer including database entry.
- Maintain confidentiality as appropriate for the position.
- Utilize strong organizational skills including maintaining accurate records.
- Operate a motor vehicle.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**PHYSICAL DEMANDS:** Sitting, standing and/or driving for extended periods of time to access school sites and meeting locations; Dexterity of hands and fingers to operate a computer keyboard, office and multimedia equipment; Good sensory abilities, including perceiving the nature of sound, near and far visual acuity and depth; Perception to observe and monitor student behavior in school settings.; Persons performing service in this position classification may need to exert 10-25 pounds of force to lift, carry, push, pull or otherwise move objects.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate. Due to the busy nature of a school, the employee must be able to routinely work well under pressure and remain calm and tactful with students, parents, community members, and the staff.

**\*\*EMPLOYEES ARE HELD ACCOUNTABLE FOR ALL DUTIES OF THIS JOB\*\***