Intervention Services Counselor

Job Summary
Under the supervision of the Program Coordinator, the Intervention Services Counselor provides mental health and social-emotional counseling and substance use intervention and prevention services to middle school and high school students. The incumbent works within the parameters of the designated grants.

Directly Responsible to: Program Coordinator

Supervisory Responsibilities: None

Essential Functions and Responsibilities: The list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary. Not all functions may be performed by the incumbent.

1. Perform student intake assessments to determine the appropriate course of action.
2. Provide individual and group counseling to students as needed.
3. Provide Brief Intervention and Motivational Interviewing during individual counseling.
4. Develop student recovery and cessation plans and make referrals to appropriate service providers.
5. Maintain accurate and up-to-date student case records.
6. Collaborate with various stakeholders to meet program goals and objectives.
7. Attend monthly collaborative meetings with program stakeholders.
8. Participate in monthly Substance Use Harm Reduction classes at each assigned school site.
9. Implement all components of the grant with fidelity and according to the metrics/measures identified by the program evaluators.
10. Assist the Coordinator in assuring the program complies with established program goals, objectives, strategies, and services.
11. Prepare and maintain various records and reports related to grant requirements.
12. Compile and analyze various data; prepare and maintain various narrative and statistical records, reports, and files related to assigned activities.
13. Communicate with students, parents, and outside agencies to exchange information, provide resources, and resolve issues or concerns within the scope of authority.
14. Travels to school sites during work and local, regional, and state-wide travel for trainings and conferences.
15. Performs other related duties as assigned, consistent with the goals and objectives of this position.

Employment Standards
Knowledge of:
- Best practices in techniques of individual and group counseling, with an emphasis on substance use counseling methods, with youth (5th-12th grade).
- Modern alcohol, tobacco, and drug use prevention techniques and practices.
- Physiological, sociological, and psychological aspects of substance use.
- Related health and social problems.
- Brief Intervention and Motivational Interviewing techniques.
- Research, data collection, and evaluation methods and procedures.
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- Applicable laws, codes, regulations, policies, and procedures
- Policies and objectives of assigned program and activities
- Effective public speaking techniques

Ability to:
- Provide general and substance use counseling and education.
- Communicate effectively with youth, especially those experiencing stress, anxiety, and depression.
- Make referrals to local and regional providers of social, health, and other specialized services.
- Collaborate with team members and school administrators regarding student referrals.
- Communicate tactfully, diplomatically, and professionally with those in the course of work.
- Maintain records and prepare reports.
- Continuously monitor all caseloads for ongoing treatment, consultation, intervention, and referrals to support a successful outcome.
- Maintain appropriate adult-to-student relationships and professional boundaries.
- Maintain confidentiality.
- Meet deadlines and adopt an appropriate course of action to meet the needs of the students, program goals, and objectives.
- Prioritize and schedule work
- Operate standard office equipment, including a computer and assigned software.

Working Conditions

Environment:
- Indoor school office environment
- May encounter frequent interruptions
- Driving a vehicle to conduct work

Physical Demands (with or without reasonable accommodations):
- Mental acuity to perform these tasks, to make sound decisions and judgments in the sphere of assigned duties, and to make determinations relative to the effective performance of the tasks.
- Facility and stamina to sit and stand for extended periods of time.
- Facility to see and read printed materials, with or without vision aids.
- Facility to hear and understand speech on the telephone, at normal room levels, and in workshop and training sessions.
- Facility to speak in audible tones so that others may understand clearly in normal conversation in person, on the telephone, and presenting at workshops and trainings.
- Manual dexterity to operate a telephone, computer, copier, calculator, and other commonly used office equipment.
- Physical strength and agility to push, pull and lift any object weighing up to 25 pounds and carry any object weighing up to 15 pounds.
- Facility to drive a vehicle.
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Education and Experience
A combination of training and experience, which would likely provide the required knowledge and abilities, may be qualifying. We reserve the right to determine if a candidate meets the qualifications.

A typical way to obtain the knowledge and abilities would be:

● Must possess a valid California Pupil Personnel Services Credential authorizing service in school counseling or social work. (Required)
● Any combination equivalent to a Master's degree or higher in psychology, counseling, or guidance.
● Two (2) years of successful public school counseling experience (Preferred)
● Employer may require the candidate to attend additional training or obtain additional certification. If certification is needed, the employer will pay for the training program and approved associated expenses. Training may be held out of state, requiring travel.

OTHER REQUIREMENTS: These requirements must be met prior to beginning employment and will be requested upon job offer acceptance.

Must provide proof of eligibility to work in the United States
Must possess a valid California Driver's License
Must provide proof of automobile insurance coverage
Fingerprint and Background clearance
Valid Tuberculosis (TB) clearance

FLSA Status: Non-exempt
Employee Group: Certificated (unrepresented)
Grant Funded Position

For Office Use Only:
At time of employment, the employee will be required to sign a copy of their job description for their personnel file.

I have read, understand and received a copy of this job description.

Employee Signature ___________________________ Date ________________

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