

## JOB DESCRIPTION

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**Job Title:** Counselor/ School Social Worker I  
**Agency:** Saint Louis Counseling  
**Reports To:** Chief Program Officer  
**Date:** \_\_\_\_\_

**Office Use Only:**

**Grade:** \_\_\_\_\_  
**Job Code:** \_\_\_\_\_  
**EEO Code:** \_\_\_\_\_

**POSITION SUMMARY**

*(Summarize here the reason for this position; provide a brief overview of why this position exists.)*

A Counselor/ School Social Worker I is required to provide therapy in order to improve the quality of life and well-being of children and youth and their families in a school-based or community-based setting; carry selective administrative assignments when needed, promote school-based services to the larger community.

This position requires excellent knowledge and skill, which is translated into consistently high performance in the full range of Agency service.

The mission of Saint Louis Counseling is to improve the quality of life and well-being of individuals and families in our community. This job contributes to the overall mission by modeling the behaviors of professional conduct in the delivery of services.

**DUTIES & RESPONSIBILITIES**

*(List here the major duties, responsibilities, activities and tasks associated with this position, and for which the incumbent is held accountable.)*

- ❖ Attendance at scheduled staff meetings and clinical supervision meetings
- ❖ Maintenance of a clinical caseload, provision of community and school-based educational presentations, group work.
- ❖ Service delivery measured qualitatively by Supervisor as good or excellent
- ❖ Demonstrates willingness to develop professionally
- ❖ Timely completion of client records
- ❖ Demonstrates willingness to assist with Agency programs, projects and committees
- ❖ Provides within Agency policies, programs, and procedures, direct counseling and casework services to a wide range of clients with a multiplicity of problems of an increasingly complex nature. Direct service or case related activity will usually occur off-site at schools or work with other community agencies.
- ❖ Assesses appropriate treatment modality and provides individual, family, group, treatment and/or crisis intervention
- ❖ Assess clients through the use of intake interview, case history, treatment planning



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- ❖ Collaborate with area schools, social service agencies, physicians, and insurance providers as necessary
- ❖ Capable of providing services with a limited amount of supervision and must demonstrate evidence of growing creativity and resourcefulness in planning within agency programs
- ❖ Able to formulate a diagnosis and implement an appropriate treatment plan
- ❖ Provides advocacy for clients as needed
- ❖ Provide school-based presentations and prevention programs as needed
- ❖ Engages in regular professional supervision with designated supervisors
- ❖ Willingness to develop new treatment groups to meet specific client needs
- ❖ Participate in marketing efforts designed to raise the level of awareness of our agency
- ❖ Makes collateral contact for referrals to help clients obtain needed services
- ❖ Participate in agency training and meetings

**KNOWLEDGE & EXPERIENCE REQUIREMENTS**

*(Briefly list academic, licensing, or previous work experience required for success in the position.)*

- ❖ Completion of Masters degree in Social Work or Counseling from an accredited school
- ❖ Working toward licensure or license earned.
- ❖ Maintains an active interest in the field and participates in the local, state or national professional organizations

**SKILLS & ATTITUDES REQUIRED FOR SUCCESS IN JOB**

*(List specific job skills and/or personal qualities required of this position in relation to clients.)*

- ❖ Believes in and supports the mission of the Agency
- ❖ Ability to maintain confidentiality and privacy
- ❖ Understanding of mental health treatment approaches and trends in the field.
- ❖ Ability to empower others/operate with strengths-based approach.
- ❖ Ability to collaborate with area schools and understand academic process
- ❖ Ability to work both independently and as part of a clinical team
- ❖ Understanding of and strict adherence to ethical issues in counseling/HIPAA regulations
- ❖ Computer skills to manage case file requirements

**RELATIONSHIPS REQUIREMENTS**

*(Describe type, frequency and complexity of relationships required for incumbent to accomplish job responsibilities.)*

- ❖ Strictly adheres to policies of non-discrimination
- ❖ Demonstrates an understanding and respect for cultural diversity
- ❖ Maintain relationships with schools, community organizations, **etc.**
- ❖ Ability to work as a team with other staff members

**RESOURCES FOR WHICH ACCOUNTABLE**

*(List all quantifiable resources for which this position is accountable; e.g., budget dollars, number and types of employees supervised, number and types of clients served, or any other such similar information.)*

