New Beginnings High School

POSITION DESCRIPTION

Title: Emotional Wellness Counselor (Full time)  Reports to: Director of Emotional Wellness

Company Overview
New Beginnings High School (NBHS) is an innovative organization, transforming education through academic and social support services. Our mission is to create the best educational environment for students who are seeking a new beginning. We embrace a customer service philosophy with our students, who attend NBHS by choice.

Position Summary:
Performs supervised individual and group counseling, supervision, crisis intervention, and consultation/outreach with customers with emphasis on emotional wellness.

Key Responsibilities:
- Support NBHS by attending community service and outreach activities throughout the year
- Conducts intake interviews with students who request counseling services and completes the required clinical documentation
- Provides individual and group counseling to students on a scheduled basis or through crisis intervention
- Maintains up-to-date clinical documentation
- Consults with supervisors, teachers and staff as needed
- Acts as a campus resource on psychology and represents Counseling and Psychological Services in the university community
- Acts as a liaison between client and campus or community resources
- Attends training seminars, staff meetings and supervision meetings
- Commits to a full-time, 40 hour per week internship
- Participates in supervision and training with an openness to learning and receiving feedback
- Build relationships with community organizations, stakeholders and other key individuals connected to the school
- Other duties as assigned

Minimum Qualifications
Requirements
- Master’s Degree in Mental Health Counselling, Psychology or Social Work
- Excellent written and verbal communication skills
- Background check and fingerprinting clearance
- Knowledge and ability to operate standard office equipment
- Knowledgeable of mental health counselling policies, regulations, and laws
- Knowledge of applicable computer software and hardware process applications such as spreadsheets, word-processing, database and operating systems, and/or presentation software
- Able to provide excellent customer service to internal and external clients
- Valid Florida driver's license, reliable transportation, valid automobile insurance

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Key Competencies

- Adapt to changing work priorities
- Maintain confidentiality
- Exhibit tact and patience
- Perform duties accurately and efficiently
- Interacts with staff and students in a professional and ethical manner
- Work both independently and as a team member with other individuals and organizations
- Prioritize tasks to meet deadlines and commitments in a dynamic, multi-tasking environment
- Set high expectations, contributing positively to NBHS culture
- Maintain professional and technical knowledge by attending educational workshops, reviewing professional publications; establishing personal networks; and participating in professional societies
- Demonstrate excellent interpersonal skills and an ability to work with individuals/groups from diverse socio-economic backgrounds

The Mental Health Counselor must demonstrate commitment to the mission and vision of New Beginnings High School by ensuring the company message and brand is reflective of its mission and vision through:

- Adherence to and enforcement of school policies and administrative regulations
- Excellent performance resulting in quality outcomes and internal and external customer satisfaction
- Continuous personal and professional development
- Positive interpersonal relationships with colleagues and customers
- Continuously improve performance through acceptance of evaluation objectives
- Exhibiting the mental/physical ability and stamina to meet essential duties of the position

Working Conditions

Environment

Requires working indoors in environmentally controlled office setting. Requires sitting for the majority of the day.

Physical Requirements

Hearing and speaking to exchange information; seeing to read, prepare, and proofread documents; sitting for extended periods of time; dexterity of hands and fingers to operate office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects. The ability to lift, carry, move and/or position objects infrequently weighing up to 50 pounds.
Incumbents may be required to perform any combination of the tasks detailed in this document. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but are intended to accurately reflect the major job elements.

The New Beginnings High School, Florida, prohibits any and all forms of discrimination and harassment based on race, color, sex, religion, national origin, marital status, age, homelessness, or disability or other basis prohibited by law in any of its programs, services, activities or employment.

Employee Name (print)__________________________
Employee Signature ______________________________
Date _____________________

Principal (print)________________________________
Principal Signature _________________________________
Date _____________________