

Job Description

TITLE: **STUDENT ASSISTANCE PROGRAM (SAP) COUNSELOR**

REPORTS TO: **Clinical Manager, Children's Community Services**
SUPERVISES: **None**

POSITION OBJECTIVE:

Coordinate assessment, intervention, education, and referral/liaison services for students identified by their school as needing prevention services.

POSITION REQUIREMENTS:

- Master's degree in a social service discipline with one (1) year of experience working with at-risk youth preferred or;
- Bachelor's degree with two (2) years of experience working with at-risk youth required
- Ability to provide one evening or weekend day direct service
- Knowledge of substance abuse and adolescent development issues
- Successful completion of background screening

SKILLS NECESSARY:

- Clinical documentation skills
- Individual and group counseling skills
- Assessment and treatment planning skills
- Exceptional interpersonal skills to communicate in a clear, comprehensive, therapeutic manner and be able to interact positively with a variety of people

ESSENTIAL JOB FUNCTIONS:

- Orient clients to program philosophy, expectations, services available, treatment process, rules and regulations, client rights and other pertinent information
- Complete assessments and prevention plans for all clients on caseload within the proper time period
- Conduct all scheduled individual and group activities
- Provide services in school
- Attend core team meetings at school and participate in peer mediation programs if necessary
- Submit timely, complete and accurate documentation of each session including behaviors and progress in treatment
- Arrange for aftercare and discharge planning
- Provide accurate, current service logs as required
- Participate in multidisciplinary team staffings
- As assigned conduct didactic presentations for staff, clients, and community
- Attend supervision, staff meetings, and agency trainings as scheduled
- Provide QI and Peer Review data as required
- Regularly review policies and procedures of the agency including CARF and Medicaid

OTHER:

1. Abide by CBHC policies and procedures
2. Promote agency goals and positive agency image in the community
3. Work with a positive attitude and as a team player
4. Report any community complaints or criticisms of agency or staff to supervisor immediately
5. Other duties as assigned by supervisor