

# URBAN**PROMISE** MINISTRIES JOB DESCRIPTION

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Position Title	<u>School Based Counselor</u>	Department	<u>Wellness Department</u>
Reports To	<u>Wellness Director</u>	Salary Range	<u>\$52,500 + Benefits+ 401 (K) and Total Rewards Package</u>

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## **Position Summary:**

The UPM Camden School Based Counselor will be responsible for providing trauma-informed support services to children and families. Services are intended to promote enhanced functioning and overall well-being. The Wellness Center mission is to help reduce the impact of toxic stress. This is implemented through a trauma-informed, holistic framework that encompasses the eight dimensions of wellness. The School Based Counselor is an integral part of the Wellness Team, providing direct support to students at UPM Schools.

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## **Essential Job Functions**

1. Provides direct services to student population, including intake/crisis assessments, individual and group counseling. Counseling may focus on academic, social, emotional, behavioral, or developmental issues to promote enhanced functioning.
2. Facilitates a minimum of 3, 8-week therapeutic groups a year to address student needs.
3. Consults with parents, classroom teachers, school principal and other school/program personnel on a regular basis to maximize effectiveness of services.
4. Assists in the organization wide assessment of mental health needs, developing appropriate strategies and interventions to address on-going needs.
5. Serves as a case manager, assessing family needs and linking them to community resources for coordination of long-term care; to address needs that extend beyond the scope of the Wellness Center.
6. Supports staff in navigating student needs and providing proper support. This may include developing behavioral plans or working with the CST on accommodations.
7. Works collaboratively to provide staff coaching, support and monitoring to promote integration of Wellness principles across departments.
8. Facilitates socio-emotional learning groups and developmental skills classes for Grades K-8<sup>th</sup>. Assists with Urban Promise Academy Health & Wellness Classes as the needs arise.
9. Coordinates Girls/Guys groups, rotating facilitation with the larger team.
10. Manages the School Garden Program in collaboration with Operations and Wellness Coordinator.
11. Integrates latest research on positive youth development, trauma and counseling into practice and stays abreast of current changes and trends in the field.

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12. Maintains clearly detailed student records and case notes on each student receiving services.
13. Collects, tracks and inputs wellness program data to assure outcomes are met. Maintains confidentiality and HIPAA compliance.
14. Maintains flexibility in assisting youth and families (as part of the treatment team) outside of the parameters of the regular work schedule (9-5) when emergencies arise.
15. Assists in the coordination of Wellness events and trainings.
16. Seeks to build and maintain partnerships that promote wellness principles and align with UP values. Works with Wellness Coordinator on coordination and execution of partner programs.
17. Attends ministry-wide meetings, including but not limited to All-Staff meetings, out of school program meeting, wellness team meetings and faculty meetings.
18. Participates in Urban Promise events and fundraisers.
19. Assists with grant compliance and volunteer support.
20. Assures license is active and in good standing.
21. Performs other duties as assigned by Wellness Director.

## **Essential Job Requirements:**

EDUCATION	Master's degree from an accredited University or College in the field of Counseling, Psychology, Social Work, or a highly related Human Services field. LSW License preferred.
EXPERIENCE	A minimum of three years' experience working with children/youth in a counseling, mental health, or educational setting.
PREFERRED SKILLS	Proficient in Microsoft Word, Google, Outlook, and other computer applications.
PHYSICAL REQUIRMENTS	Can lift 10-20 lbs.

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### **EEO Statement**

UrbanPromise is an Equal Opportunity Employer that values diversity, inclusion, equity matters of fairness and effectiveness in all our communities. UrbanPromise is committed to hiring and retaining staff that reflects the diversity of our communities we serve and fosters an inclusive working environment where staff of all backgrounds feel welcomed and engaged.

Therefore, UrbanPromise does not and shall not discriminate based on race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring, and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, children, youth, families, volunteers, donors, partners, visitors, applicants, and vendors.

If you have interest in the position, please submit your resume and cover letter to Pamela Foxx- Levi (Vice President of Human Resources, Operations and Volunteers) at [pfoxx@urbanpromiseusa.org](mailto:pfoxx@urbanpromiseusa.org)