



Job Description

Job Title: Outreach Counselor
Department: Outreach
Reports To: Program Director
FLSA Status: Non-Exempt
Reviewed Date: February, 2008

SUMMARY: Under general supervision, the Outreach Counselor shall serve as a liaison between local schools and community resources for youth to provide information and/or crisis intervention services for young people involved in substance use/abuse or other forms of behavior detrimental to personal, social, or academic adjustment.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provide crisis intervention services and short-term individual counseling related to interpersonal, substance use/abuse, or other behavioral problems.
- Conduct group sessions with students.
- Provide classroom presentations to students regarding a variety of mental health related topics.
- Provide information and referral services.
- Provide consultation to parents, school personnel and other community agency personnel.
- Provide information about community resources for youth.
- Provide consultation to parents and/or faculty regarding individual student/s needs.
- Perform other duties as required.

SUPERVISORY RESPONSIBILITIES:

None

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

EDUCATION and/or EXPERIENCE

Requires a BA in the Social Sciences or related field; and 0-2 year experience with the ability to communicate effectively with youth and adults; familiarity with methods, techniques and programs

which are effective in counseling adolescents; ability to learn or to have an understanding of schools and the juvenile justice systems, and knowledge of other community resources.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to communicate effectively with individuals. Bilingual a plus, but not required.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to use hands to finger, handle, or feel. The employee is occasionally required to stand; walk; reach with hands and arms; climb or balance; and stoop to the level of a child. The employee must occasionally lift and/or move up to 25 pounds, and be agile enough to move quickly to respond to a child's actions.

Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts. The noise level in the work environment is usually moderate. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.