

MONMOUTH REGIONAL HIGH SCHOOL

JOB DESCRIPTION

Mental Health Counselor

Nature and Scope of the Job: To help and support all students with personal growth and development while navigating them through social and emotional issues with which they struggle.

Reports to: Director of Guidance/Health Services

Employment Terms: 10-month position; follows ten-month calendar

Qualifications: The Mental Health Counselor shall:

1. Hold a DOE certificate as a school counselor, school social worker, or school psychologist.
2. Hold a valid New Jersey license such as a LCSW, LSW, LPC or Psy.D
3. Demonstrate the ability to listen well to the needs and concerns of students and all stakeholders.
4. Have excellent experience in working with high school students, teachers, parents/guardians, and community members.
5. Demonstrate knowledge and understanding of child psychology and current social issues negatively affecting high school students.
6. Have a thorough understanding of the mental health system and laws in New Jersey.
7. Have effective communication skills, integrity, and demonstrate good moral character and initiative.
8. Exhibit a personality that demonstrates enthusiasm and sensitive interpersonal skills to relate well with students, staff, administration, parents/guardians, and the community.
9. Demonstrate proficiency with technology.
10. Successfully complete a criminal history background check and show proof of US citizenship or legal resident alien status.

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- Assist in the assessment and diagnosis of the learning, social, and emotional needs and styles of students, using a variety of techniques.
- Conduct mental health assessments.
- Take a holistic approach to mental health care.
- Develop individualized treatment plans.
- Lead individual and/or group counseling sessions.
- Help students define goals, develop action plan, and gain personal insight.
- Provide a nurturing, supportive, and positive climate, using positive motivation to encourage student responsibility.
- Understand and create effective relationships with outside agencies and provide referrals when appropriate.
- Deliver Lifelines curriculum to health classes.
- Provide information to faculty and staff regarding mental health wellness.
- Possess an in-depth knowledge of substance abuse, bullying, anger management, career selection pressure, depression, relationships, LGBTQ issues, self-image, stress/anxiety, suicide, and other pertinent issues that could impact the student(s).
- Assist in providing recommendations for handling/resolving specific situations.
- Establish a cooperative relationship with parents/guardians to facilitate the maximum development of the student.
- Maintain accurate student records, protecting the privacy and confidentiality of information in accordance with school policy, federal and state law. (N.J.S.A. 18A:40A-7.1)
- Maintain a confidential log of all counseling sessions.
- Serve as a member of the Intervention and Referral Services (I&RS) Team, as well as participate in Section 504 or Child Study Team meetings when requested.
- Recommend adjustment in learning experiences/program accordingly. Request advice and assistance from specialists when appropriate.
- Conduct conferences with students, parents/guardians, teachers, and administrators to develop and communicate an effective action plan to assist students in achieving success.
- Coordinate school and community resources when needed to assist all stakeholders.
- Display the highest ethical and professional behavior and standards when working with students, parents/guardians, school personnel, and other agencies associated with the school.
- Serve as a role model for students, (e.g., dressing professionally, demonstrating the importance and relevance of learning).

- Use excellent written and oral English skills when communicating with students, parents/guardians, and colleagues.
- Assume responsibility for all students within the school, beyond those specifically assigned, supervising in a fair and constructive manner to ensure the safety and well-being of all students.
- Ensure the safety and health of all students, notifying the administration of any unsafe conditions following established procedures.
- Create an, organized, functional, healthy, and safe office.
- Attend required staff meetings and serve, as appropriate, on staff committees.
- Participate in curriculum and program development, and in the selection of materials and equipment to support instruction.
- Continue to grow professionally through collaboration with colleagues and engage in a variety of professional development experiences.
- Maintain a safe working environment and operate electronic and other equipment needed to carry out job functions and responsibilities.
- Adhere to New Jersey school law, State Board of Education rules and regulations, Board of Education policies and regulations, school regulations and procedures, and contractual obligations.
- Perform any duties that are within the scope of employment and certifications, as assigned by the Administration and not otherwise prohibited by law or regulation.

EVALUATION:

The Director of Guidance/Health Services shall evaluate the Mental Health Counselor in accordance with policy, this job description, or other such criteria as shall be established by the Monmouth Regional High School Board of Education.

First Reading: February 5, 2019

Adoption: February 19, 2019

Updated Adoption: June 16, 2020