

**Job Description**  
**Cumberland County School District**

**SAFE SCHOOLS COUNSELOR**

**Purpose of Statement**

The job of Safe Schools Counselor was established for the purpose of providing direct individual mental health counseling services to students and their families; providing mental health guidance to Cumberland County Schools during potential crisis situations; providing mental health trainings for staff as needed; and assisting the school system in the development and implementation of policies related to mental health.

This job reports to the Emergency Management/Attendance/ Security Supervisor

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**Essential Functions**

- Provide individual counseling services to referred students from grades K-8 as needed.
- Provide emergency counseling services to all students within the school system as needed.
- Meet with student's families in order to supplement counseling services provided to individual students and to help determine treatment planning.
- Consult with various school staff related to counseling and/or mental health needs of referred students and for treatment planning.
- Maintain records of each individual interaction with students, families, and staff in order to document the course of treatment.
- Produce end of the school year report documenting activities and services provided during the school year.
- Provide in-service training concerning counseling and mental health topics to various school staff as needed during the course of the school year.
- Consult with and provide guidance to various school system staff related to the development of policies and procedures related to counseling and mental health
- Consult with and provide guidance to various school staff relating to various situations concerning student's mental health needs during the course of the school year
- Respond to situations within Cumberland County's schools deemed to be an emergency or of an urgent matter.
- Attend meetings as needed related to student's mental and emotional needs.
- Attend trainings and various in-service opportunities in order to maintain LPC license and to further expertise in the counseling of students and the delivery of mental health services.
- Consult with and provide guidance to various school staff related to the implementation of various procedures to be observed during crisis events

- Work with various staff to help ensure that Cumberland County Schools maintains compliance with various local, state, or federal laws related to mental health.

### **Other Functions**

Performs other related duties as assigned for the purpose of ensuring efficient and effective functioning of mental health service delivery.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: being able to execute various mental health techniques, being able to establish communication connections with others, planning and managing job time, organizational skills, developing effective working relationships, preparing and maintaining of accurate records, operating standard office equipment.

KNOWLEDGE, and experience in the field of mental health counseling is required. An LPC or LCSW counseling license is required and must be maintained as a demonstration of knowledge and competency related to mental health service delivery to our student population and their families. A professional knowledge of theories, principles, and practices of mental health counseling are required.

ABILITY is required to adapt to changing situations and environments during the workday. Flexibility is required to address urgent or emergency situations as they develop. Ability is also required to work with a significant diversity of individuals and/or groups and to work with a variety of data. Independent problem solving is required to analyze issues and create action plans. Specific ability-based competences required to satisfactorily perform the functions of the job include: being able to execute treatment plans based upon knowledge of mental health counseling theories and techniques, establishing and maintaining effective working relationships, meeting deadlines and schedules, setting priorities, working with multiple situations at one time, frequent interruptions, and changing work priorities. Working with detailed information/data and maintaining accurate records; maintaining confidentiality; and facilitating communication between persons with frequently divergent positions.

**Experience:** Job related experience with increasing levels of responsibility is required.

**Education:** LPC and/or LCSW license required.