

Position Title: Counselor

Report to: Young Scholars Director & CFLR, Inc. Services Director

Employment Status: Non exempt/fulltime

Qualifications:

1. A Master's Degree from an accredited School of Social Work or its equivalent.
2. A commitment to human services as a profession and to agency-based clinical services.
3. Sensitivity and responsiveness to cultural diversity.
4. Current & valid NYS drivers' license.

Job responsibilities:

1. Works with YSLPP students and families; develops service plans with students by establishing casework service goals and determining the appropriate treatment modality.
2. Monitors progress toward goals by evaluating and adjusting services as needed.
3. Obtains services for unmet student needs by initiating referrals to community resources.
4. Fulfills the special requirements identified by the supervisors as it relates to work sites, number of evening hours worked, home visits, special funding source requirements, productivity goals and third party reimbursements.
5. Plans and facilitates EAP trainings as necessary.
6. Plans and facilitates clinical groups.
7. Updates job skills as training is available.
8. Contributes to team effort by performing other duties as assigned.
9. Maintains accurate client records and statistics.
10. Coordinates client care with referral providers and agencies.
11. Maintains confidentiality of all clients seen in counseling.
12. Performs other duties as requested by the Directors.
13. Abides by NASW Code of Ethics.
14. Maintains and promotes positive work environment.

Employee's Signature

Date

Chief Executive Officer's signature

Date