

## **HILLSIDE PUBLIC SCHOOLS**

### **JOB DESCRIPTION**

- TITLE:** Crisis/Substance Abuse Counselor
- QUALIFICATIONS:** Qualified candidate must have a Masters Degree in student personnel services, substance abuse counselor, school social worker, or school psychologist and such additional qualifications as the Board may find appropriate and/or desirable.
- REPORTS TO:** Director of Special Services
- JOB GOAL:** To work intensively with those students who have been unable to function effectively in several school programs and to deal immediately with individual student problems of a crisis nature in a constructive, supportive, and nonjudgmental manner.

### **PERFORMANCE RESPONSIBILITIES:**

1. Maintains and continually updates a directory of referral services to be used in crisis situations affecting students such as suicide threats, alcohol-induced or drug-induced traumas, and other crisis.
2. Counsels with students on a regularly scheduled appointment basis or a spontaneous basis, as appropriate.
3. Communicates to students the availability of counseling services at all times, as well as the complete independence of the services the school administration and the police.
4. Maintains in complete confidentiality only such written records that are essential to the administration of such services, such as an appointment book or a log of agency referrals.
5. Assumes responsibility for planning, developing, implementing, and evaluating programs and services to meet the needs of students who have special problems of adjustment to the secondary schools.
6. Serves as a liaison between the schools and such public health and social service agencies as have occasion to work with or for the schools.

7. Provides group-counseling programs for students who have ineffective social skills, excessive fears and anxieties, drug abuse problems, or similar problems, establishing programs in such a manner that participation in them is entirely voluntary and confidential.
8. Meets with parents of troubled students when, based on professional judgment, such a meeting would be beneficial to the student.
9. Maintains an ongoing dialogue with school administrators, guidance counselors, teachers, and health services personnel regarding programs and services.
10. Works with the guidance personnel on matters of mutual interest and concern.
11. Prepares and administers the budget for the program.

**TERMS OF EMPLOYMENT:**

Ten month year. Salary and work year to be established by the Board.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

Date:

Revised by:

