

## **JOB DESCRIPTION**

**Title: Full Time Student Assistance Professional—Bilingual**

**Location of Position: Reading High School**

### **Requirements:**

Masters degree in a related social service field with at least three months direct counseling experience (or relevant internship); or a Bachelors degree in a related social service field with at least one year direct experience (which may be inclusive of an internship); applicants with experience in both drug and alcohol and mental health counseling and with CAC and/or licensure are preferred. Applicants for this particular position must be bilingual.

**Accountability:** Student Assistance Coordinator at Reading High School

### **Responsibilities:**

1. To provide screening, assessment and evaluation of students as requested.
2. To provide individual, group, and/or family contacts inclusive of regularly scheduled outreach groups at RHS.
3. To develop an individual service plan on students enrolled in student assistance and monitor progress on that plan accordingly.
4. To participate in supervision, staff meetings and school SAP meetings..
5. To provide community outreach and networking and attend community meetings as assigned.
6. To maintain appropriate credentials and attend ongoing training and education as required by licensure, certification or agency policy.
7. To maintain accurate, up to date clinical and school records and meet all insurance and funding source requirements.
8. To work closely with school personnel inclusive of the Coordinator of Student Assistance Services at Reading High School to assure effective coordination of services for students.
9. To respond to crisis situations as appropriate.
10. To perform other duties and responsibilities as required.

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