

POSITION DESCRIPTION
Winslow Residential Hall, Inc.

TITLE: *Certified Counselor*
Schedule Terms: **10 Months**
Salary Classification: **Exempt**

WRHI complies with the Navajo Preference in Employment Act (NPEA). WRHI gives preference in employment to qualified applicants who are enrolled members of the Navajo Nation and, in certain cases, spouses of enrolled members of the Navajo Nation.

GENERAL STATEMENT OF RESPONSIBILITIES: Plays a vital role in making appropriate counseling and intervention services available to students to help them be successful and confident in school, the residential hall, and social settings. Serves as a strong character model for students. Maintains a positive working relationship with students, parents, residential staff, public school staff, community leaders, various community and tribal organizations and agencies.

PRINCIPAL DUTIES:

- Understand and fully comply with (1) all WRHI policies, procedures, and regulations, (2) supervisor's directives, guidance, and performance plans, and (3) this Position Description;
- Maintain good and timely attendance;
- Exercise sound judgment and discretion with respect to any matter not specifically addressed by WRHI's policies, procedures, and regulations and/or this Position Description;
- Take ultimate responsibility and exercise accountability for all aspects of the activities and operations related to this position;
- Communicate openly, effectively, professionally, and respectfully with co-workers and others;
- Maintain high standards of student conduct and safety; recommend student consequences as necessary;
- Provide counseling and intervention services to students; coordinate with outside specialists if needed;
- Provide counseling in vocational, career, school to work and post-high school preparation;
- Implement chemical dependency treatment and prevention programs, work with alternative activity programs and provide other student services as needed;
- Provide services to parents and the community to address problems relating to residential students which may include workshops, establishment of support groups, family counseling, promoting parent support and involvement and other services as needed;
- Maintain student files and records of counseling and related services; ensure confidentiality;
- Ensure counseling and related records and procedures are in accordance with residential policy, statute and regulatory guidelines;
- Maintain active relationships with students, residential staff, parents, and school officials as needed;
- Make arrangements for disciplinary conferences between parents and residential staff;
- Work with probation officers in assuring the terms of student probation relating to school are monitored;
- Ensure that students are taught and understand residential rules;
- Work with the reporting and monitoring of student academic progress and attendance, and conduct follow up activities; work closely with staff in developing behavior plans;
- Provide Student Assistance Program (SAP) service to students in need;

- Coordinate with public school officials as needed;
- Make home visits when necessary;
- Maintain and updates NASIS System;
- Refer students to further counseling services if needed;
- Have knowledge of the Continuity of Operations (COOP), Standard Operating Procedures (SOP), Hazard Communications, and the Emergency Response Guide;
- Other duties as assigned and/or other duties which are necessary or appropriate for the duties and responsibilities of this position.

QUALIFICATIONS:

Acceptable Education, Training & Experience:

A qualified candidate will possess any appropriate combination of some or all of the following qualifications:

- Bachelor's Degree in Guidance Counseling/Social Work, preferably Master's Degree;
- Counseling certification from the Arizona Department of Education;
- Minimum of two years counseling experience;
- Understanding of public school system, Grant Schools, BIE Schools, vocational, school to work and career counseling;
- Must be highly motivated with excellent verbal and written communications skills; able to communicate well with staff and parents;
- Knowledge and experience in the treatment and prevention of chemical dependency;
- Computer literate and knowledge of related counseling software;
- *Ability to speak and/or understand the Navajo language and familiarity with Navajo culture, customs and traditions;*
- Successful completion of all background checks (state, federal and Navajo Nation), fingerprint clearance requirements, and physical examinations and screenings;
- Submission of all required employment-related documents, including without limitation proof of eligibility to work in the U.S.A., applications, resumes, references, certifications and licenses, and forms free of false, misleading and/or incomplete information;
- Incumbents of this position are subject to random drug testing;
- Successful completion of all interviews, receiving an aggregate score of at least 80%;
- Any conditions or qualifications required by the employee's employment contract;
- Current certification in First Aid and CPR;
- Valid Arizona driver's license;
- Ability to obtain Food Handler Certification;
- Current Arizona and Navajo Nation motor vehicle driving record on file;
- Must submit a current GSA Form 3607;
- Must be insurable under WRHI's insurance policy;
- Applicant's background checks must demonstrate successful, positive, multi-year employment and performance of duties at each of applicant's last three employment positions.

PHYSICAL REQUIREMENTS: Must submit a Physical Examination from a licensed Physician for each contract year and pass the physical. Be able to work in sitting position for long periods of time (up to 8 hours).

COMMITMENT AND DEPENDABILITY: Must be an integral member of a successful team and be dedicated to the provision of the highest level of service to WRHI.

PERFORMANCE EXPECTATIONS:

TIME MANAGEMENT: Must reduce to writing and planning as much as one year in advance.

PUBLIC CONTACT: Interact with students, parents, school personnel and the community.

RESPONSIBILITY: Responsible for an important department; access to highly confidential records.

EVALUATION PROCEDURES: In accordance with provisions specified in Personnel Policy and Procedure.

SUPERVISION RECEIVED: Yes.

SUPERVISION GIVEN: Academic Tutors and Students.

CERTIFICATION

I have read and understand the foregoing Position Description. I had an opportunity to ask questions with regard to any and all statements contained in the Position Description. I represent that I meet the qualifications for the position and will diligently perform the duties and responsibilities set forth in the Position Description. This certification is made with the acknowledgment that this information is to be used for statutory purposes relating to the appointment and payment of public/federal funds, and that any false or misleading statements may constitute violations of such statutes and their implementing regulations or WRHI policies, and may result in non-hiring and/or termination.

REVIEWED BY: _____
Certified Counselor

DATE: _____

REVIEWED BY: _____
Homeliving Supervisor

DATE: _____