

WINSLOW RESIDENTIAL HALL, INC.

POSITION DESCRIPTION

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

Winslow Residential Hall, Inc., complies with the Navajo Preference in Employment Act (NPEA).

GENERAL STATEMENT OF RESPONSIBILITIES: Under the direct supervision of the Homeliving Supervisor, 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, staff, schools, community, and tribal organizations.

QUALIFICATIONS

EDUCATION, TRAINING & EXPERIENCE:

- **Bachelor's Degree in Guidance Counseling/Social Work, preferably Master's Degree;**
- **Counseling certification from the Arizona Department of Education;**
- Minimum of two (2) years' counseling experience;
- Understanding of school and residential setting system;
- 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;
- Successful completion of all background checks (Federal, State, and Navajo Nation/Local),
- Must be knowledgeable and familiar with the Navajo language, culture, customs, and traditions;
- Valid Arizona driver's license.

DUTIES AND RESPONSIBILITIES:

- 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 school officials as needed;
 - Make home visits when necessary;
 - Maintain and updates Native American Student Information System (NASIS);
 - Refer students to further counseling services if needed;
 - Prepare and submit regular monthly reports to the Homeliving Supervisor and the Board;
 - Have knowledge of the Continuity of Operations (COOP), Standard Operating Procedures (SOP), Hazard Communications, and the Emergency Response Guide;
 - Knowledge of P.L. 101-630, **Indian Child Protection and Family Violence Prevention Act**;
 - Knowledge of P.L. 101-647, **Crime Control Act of 1990**;
 - Other duties as assigned and/or other duties which are necessary or appropriate for the duties and responsibilities of this position.

PHYSICAL REQUIREMENTS: Must submit a physical examination from a licensed physician for each contract year.

EVALUATION PROCEDURES: In accordance with provisions specified in personnel policy and procedure.

SUPERVISION RECEIVED: Homeliving Supervisor.

SUPERVISION GIVEN: 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 Winslow Residential Hall, Inc., policies, and may result in non-hiring and/or termination.

REVIEWED BY: _____
Certified Counselor

DATE: _____

REVIEWED BY: _____
Homeliving Supervisor

DATE: _____