

Fairfield Public Schools

Title: Student Assistance Counselor

Job Purpose Statement: To provide leadership in the development of substance abuse and mental health prevention and intervention activities in the school community. The Student Assistant Counselor counsels and aids students and their families requiring assistance dealing with substance abuse and mental health issues and presents programs to raise substance abuse and mental health awareness and prevention. This highly responsible position requires good judgment skills, excellent organizational abilities as well as the ability to deal well under pressure and during crisis.

Reports to: Director of Pupil Services and Counseling

Essential Job Functions:

- Develop and implement a Student Assistance Program that contains substance abuse and mental health prevention programs and curriculum.
- Develop and implement in-service programs for instructional staff concerning substance abuse and mental health awareness.
- Assist the administration in complying with the procedures for the identification of students possibly abusing alcohol, drugs, tobacco related products, or other related issues.
- Assist parents in obtaining information about procedures and practices for intervention and facilitate referrals for treatment services for students
- Develop and implement individual and group counseling services for students concerning substance abuse and mental health education, prevention, intervention, and rehabilitation
- Maintain confidentiality as appropriate
- Work in cooperation with resources within the school district (i.e. school counselors, deans, etc.)
- Develop and coordinate a referral system and intervention services for early identification of students who are at-risk for mental health or substance abuse issues or are demonstrating symptoms of mental health issues or substance use
- Assess students' drug/alcohol involvement and/or mental health and makes appropriate referrals to community based agencies and treatment facilities
- Work-in cooperation with treatment facility, counselors, parents, and school personnel in developing and following through with students aftercare plans
- Keep records/reports of all activities
- Assess the district's program on an annual basis and make recommendations
- Maintain professional competence through and continuous improvement through in-service education activities and other professional growth activities
- Perform any other activities as required by the administration in the areas of drug, alcohol, tobacco, mental health, or related issues

Knowledge, Skills and Abilities:

- Familiarity with common drugs of abuse and mental health issues and their related symptoms as well response procedures
- Knowledge of local and community resources that are available for the prevention, intervention, and treatment of substance abuse and mental health problems

- Understanding of the legal guidelines for the implementation of substance abuse policies including confidentiality guidelines
- Ability to interview students suspected of being under the influence and assess the need for immediate intervention
- Familiarity with Infinite Campus, IEP Direct, Word, Google

Minimum Qualifications Required:

- Must possess a Master's Degree in counseling or related field (MSW, LCSW) and experience in substance abuse counseling; eligibility for certification in substance abuse counseling (LCAD) preferred.
- Experience in substance counseling with at-risk youth, preferably experience in a public school setting.
- Must possess the ability to manage a student assistant program and develop related services for students and their families. Must possess excellent project management, planning, and communication skills.
- Must possess a demonstrated knowledge and understanding of crisis and substance abuse counseling techniques and community resources.
- Must possess the ability to establish and maintain effective working relationships with students, teachers, fellow counselors, parents, administrators, and community-based organizations.
- Ability to make sound decisions in times of crisis.

Physical Exertion/Environmental Conditions:

- While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand, walk, and operate a computer and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds, such as reports. Specific vision abilities required by this job include close vision and depth perception. Regular attendance is required to successfully perform the duties of this position.
- Ability to reason logically, draws valid conclusions, and makes appropriate recommendations.
- Ability to work in an environment with frequent interruptions and moderate noise level.
- High degree of stress working with at-risk youth and their families.