

## **JOB DESCRIPTION**

<b>TITLE:</b>	<b>SCHOOL COUNSELOR/SOCIAL WORK INTERN SCHOOL</b>
<b>JOB SUMMARY:</b>	Provide counseling and guidance services for students in the Day Reporting and Remann Hall school programs.
<b>JOB DUTIES:</b>	Provide individual and group counseling, classroom guidance activities, parent consultation, registration of new students, academic planning and credit evaluation.
<b>TRAINING, EDUCATION EXPERIENCE:</b>	Master level students in an approved university internship program. Preferred experience working with youth in a school environment. Crisis intervention experience very desirable. General knowledge of issues facing at-risk youth (i.e. drug/alcohol Gangs, etc). Attendance at a half-day Cultural Diversity Training required.
<b>PERSONAL TRAITS:</b>	Good communication skills - both oral and written. Ability to maintain confidentiality and work in a professional manner with a variety of youth. Possess the ability to establish a rapport with youth, while maintaining appropriate boundaries. Ability to communicate & work with a multi-faceted team of professionals. Ability to utilize and understand cross-system designs. Ability to collaborate with school staff and other service providing staff to implement services and programs.
<b>REQUIREMENTS:</b>	Must be in an approved graduate internship program. Must complete screening and interview process. Must have a good driving record and a valid insurance card. Must submit to a background check.
<b>JOB RELATIONSHIPS:</b>	Responsible to the Volunteer Services Manager. Supervised by the ESA School Counselor/Social Worker.
<b>TIME COMMITMENT:</b>	Time to be arranged with the school principal.