

WINSLOW TOWNSHIP SCHOOL DISTRICT JOB DESCRIPTION

NEW JERSEY SCHOOL BASED YOUTH SERVICES PROGRAM- MENTAL HEALTH PROVIDER

QUALIFICATIONS:

- Master's degree required
- Master's degree in Social Work or Licensed Social Work experience preferred
- Prior experience in a school or mental health setting
- Strong communication, interpersonal and community outreach skills
- Required criminal history review background check and proof of US citizenship or legal resident alien status
- Alternatives to the above qualifications may be substituted as deemed appropriate by the Board of Education

REPORTS TO: New Jersey School Based Youth Services Program Director

SUPERVISES: N/A

JOB GOAL: Responsible for provisions of individuals, group and family counseling and to support activities which promote healthy emotional development.

PERFORMANCE RESPONSIBILITIES:

1. Provides individual, crisis and family counseling as needed.
2. Facilitates psycho-educational groups.
3. Serves as a representative on IR&S committee.
4. Serves as liaison for community mental health services.
5. Refers students and families to local and county mental health service providers.
6. Participates in a minimum of 2 professional development activities a year on adolescent development.
7. Writes progress notes and maintains student files.
8. Maintains and enters all student and program report data for the State Dept. of Children and Families.

TERMS OF EMPLOYMENT:

This is a twelve month position. Salary, vacation, holidays and benefits are regulated by the New Jersey Department of Education Grant process procedures with annual approval by the Board of Education.

EVALUATION:

Performance of job responsibilities will be evaluated in accordance with the Board-approved policy for evaluation of support staff.

STATEMENTS OF AGREEMENT:

Americans with Disabilities Act Statement

Applicants, as well as employees who become disabled, must be able to perform the essential functions listed on this job description either unaided or with reasonable accommodation. The Winslow Township District School Administration shall determine reasonable accommodation on a case-by-case basis in accordance with applicable laws, in the event such a determination becomes necessary.

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Essential Functions Statement

I have read this job description and I certify that I meet all of the qualifications of the position, and I can perform all of the essential functions of the position unaided or with accommodation.

Signature

Date

Approved: 11/4/2009

Revised: 11/9/2022