

School Wellness Counselor

Job Title: School Wellness Counselor		
Job Category: Regular Part-time (15 hours)		Job Description Last Updated: 9/12/2019
FLSA Classification: Nonexempt	Job Code: 910	Career Band Level: Counseling
Reports To: Director, Wôpanâak Language Reclamation Project		

Job Purpose

The purpose of the School Wellness Counselor job is to provide counseling services to support parent engagement maximizing student readiness to learn in WLRP's immersion classrooms, which utilize Montessori pedagogy and are designed to develop capable, accountable, and knowledgeable students who have a strong sense of self.

Essential Functions and Other Job Duties

The essential functions of this job are:

- **Assessments:** Collect, interpret, and synthesize information about a student's sensory motor/perceptual functioning, academic achievement, intelligence, social/emotional adjustment, and significant crises that influence academic and behavioral functional. Consult with teachers and other school personnel to obtain information about the reason for a referral and to develop collaborative parent engagement strategies for follow-up. Gather background information on the student's attendance, academic performance and health history, by conducting behavioral observations, making home visits, conducting interviews, reviewing and updating school records.
- **Casework Services:** Perform casework services with students and families to help resolve student health, behavioral, social-emotional, or attendance challenges. Work cooperatively as an interdisciplinary team member to provide services and to devise an appropriate service plan for referred students and their families. Provide follow-up support and periodic re-evaluation services as necessary. Serve as a liaison between the student, home, school, private or tribal healthcare or counseling facilities, and community resources such as tribal social services, court services, and family service agencies, including tribal housing.
- **Communication with Teaching Staff:** Communicate case findings and recommendations to teachers and other school personnel as appropriate, maintain student records and privacy in communications and in school records, including WLRP's Transparent Classroom platform.
- **Professional Development and Training for Teaching Staff:** Assist in creating professional developing training and workshops for teachers and staff regarding student special education and social-emotional wellness supports.
- **School Wellness Team Meetings:** Support parent engagement and student readiness for language acquisition through active participation in regularly scheduled School Wellness Team meetings and monthly Language Community Nights.

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- **Development of Knowledge and Skills:** Develop a working knowledge of Wampanoag culture-based education, Wôpanâak language acquisition, Montessori philosophy and curriculum, and trauma informed care and educational services.
- Other duties as assigned.

Responsibility and Accountability

The School Wellness Counselor reports to the Director of the WLRP and works under moderate supervision. Responsibilities include gathering information to assess the needs of students and families and to develop a plan for providing services that support the student academically and socially. Failure to properly assess and/or develop an appropriate plan could significantly affect a student's academic success, attendance, language acquisition, and social wellbeing.

Supervisory Responsibility

The School Wellness Counselor has no supervisory responsibilities.

Knowledge and Skills Required

Education

- Associates degree in counseling or child psychology. Bachelor's degree in counseling or child psychology preferred.
- Must be knowledgeable of Wôpanâak language immersion pedagogy.

Experience

- A member of a Native American household and living in one of the participating communities of the Wôpanâak Language Reclamation Project preferred.

Licensing and Certification Requirements

- CPR/First Aid certification preferred.
- Valid driver's license required.

Other Requirements

- Must pass CORI and SORI background check.

Abilities

- **Active Listening** — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- **Speaking** — Talking to others to convey information effectively.
- **Critical Thinking** — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- **Writing** — Communicating effectively in writing as appropriate for the needs of the audience.

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- **Social Perceptiveness** – Being aware of others’ reactions and understanding why they react as they do.
- **Service Orientation** – Actively looking for ways to help students and their families.
- **Complex Problem Solving** – Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.

Physical Effort

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the primary duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

In terms of overall physical demand, an employee must be able to perform light work to perform the essential functions of the job. Light work is defined as being able to exert up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

To perform the essential functions of the job, an employee must frequently be able to do the following physical activities: walk, lift, finger, talk, hear, and repetitive motion. Occasionally, an employee must be able to grasp, kneel, reach, and stand. On rare occasions, an employee must be able to climb and crouch. In addition, an employee in this job must have close visual acuity to perform activities such as preparing and analyzing data and figures, viewing a computer terminal, and extensive reading.

Mental Effort

A high level of mental effort is required to communicate effectively and respectfully with the WLRP’s diverse staff, parents, and students. In addition, mental effort is required to assess the needs of students and develop appropriate service plans. In addition, the School Wellness Counselor must handle crises effectively, requiring that the Counselor maintain appropriate boundaries and professionalism.

Working Conditions

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

In general, an employee in this job works in a professional office setting. However, an employee may be exposed to enough noise to cause an employee in this job to shout in order to be heard about ambient noise level, such as when in a classroom full of children. Also, the employee must make home visits, which have the potential of working with students and families in a time of crisis. In addition, the Counselor must drive to various locations, including student homes, to perform the job.