



Position Description

Position Title: Working on Womanhood (WOW) Counselor

Department: Counseling

Reports to: Program Manager

FLSA Status: Exempt

Date created:

Date last updated: 04/2018

Position Summary: WOW Counselors are responsible for providing school- based group counseling and direct service to girls in 7th-12th grade to ensure they develop responsible decision-making skills, self-awareness, emotion management, self-acceptance, healthy relationships and social awareness. The WOW Counselor will use their clinical expertise and youth engagement skills to empower the girls to become successful in school and life.

Essential Duties/Responsibilities:

- Facilitate 4-5 weekly group counseling sessions utilizing the WOW curriculum during the school day
- Provide clinical assessments for each client
- Provide individual counseling for WOW students
- Provide family and crisis intervention as needed
- Perform weekly required documentation and special administrative assignments
- Participate in WOW staff development and required curriculum trainings
- Provide all necessary functions to develop the WOW program using teacher trainings and school in service presentations
- Collaborate with the LSC, Parent Programs and the Pupil Personnel Support team
- Participate on assigned WOW committees
- Serve on Youth Guidance Board and/or agency committees as requested
- Perform public relations assignments as requested
- Other duties assigned

Minimum Qualifications

Education/Experience/Training

The above is intended to describe the general content of and requirements for the performance of this job. It is not intended to be an exhaustive statement of duties, responsibilities or requirements. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

- Master's Degree in social work, counseling or a related human service field from an approved accredited university is required
- Must have at least two years' experience facilitating groups
- Experience in Clinical and Youth Engagement
- Experience working with trauma-informed services and framework
- Experience working in schools or youth related systems, ie DCFS, juvenile detention, mental health facilities

Skills/Abilities

- Ability to demonstrate effective written and verbal communication skills
- Capable of collaborating in team settings and work independently
- Must exhibit cultural competency
- Must demonstrate creativity in engaging youth
- Provide a positive team-based approach to treatment and care working with clients
- Fluent in Spanish and English highly preferred

Physical Demands

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

- While performing the duties of this job, the employee is required to stand for sustained periods of time, frequently talk, hear, use hands and fingers to feel, handle and operate objects or controls, and occasionally stand, bend, stoop, kneel and crouch
- The employee is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures, transcribing, and viewing a computer terminal.
- The employee may occasionally lift and/or move up to 25 pounds

Work Environment

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.

The duties performed are primarily in a school setting. Occasional need for local travel.

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