



CATHOLIC DIOCESE OF RALEIGH
POSITION DESCRIPTION FORM



Catholic Charities
of the Diocese of Raleigh

Position Information

Position Title: School Counselor / School Social Worker (Contract Position)

Department: Catholic Charities

Reports To (Title): Coordinator of School Counseling Services

Work Schedule: M – F Hours: _____ to _____ Other: Varies by school

Type of Employee (Hours worked per week) Regular Full Time (≥30) Regular Part Time (20-29) Part Time (≤20) Temporary (varies)

Percentage of Travel Required 0% 10% 25% 50%+

Exemption status (HR use only)	<input type="checkbox"/> Exempt	<input type="checkbox"/> Non-exempt
--------------------------------	---------------------------------	-------------------------------------

Position Summary

Summarize the overall function or purpose of this position. This should be a concise description of the job.

In this contract position, the role of the school counselor is to ensure learning for all students within the framework of Christian principles. The counselor works with the faculty and staff, along with parents and students, to ensure that emotional, psychological, and family functioning needs are addressed to ensure optimal performance in the school setting. This is done through one-on-one and group counseling on a short-term basis with the students, as well as through contact with the parents and teachers. Depending on the needs of the student and the time demands on the counselor, some students may be served on a longer term basis. The counselor's role also includes identifying resources in the community which will help to evaluate a child's learning needs as well as locating resources to alleviate any obstacles to a child's learning and general well-being.

Duties and Responsibilities

Indicate as clearly as possible the significant duties and responsibilities that are **essential** requirements of the job. List the duties in order of importance and the approximate percentage of time for each duty. Focus on major responsibilities rather than detailed work routines.

Assess students for needs, provide relevant information, and refer students to necessary services in the community to enable students to address behavioral, emotional, and learning needs.

30.00

Duties and Responsibilities *continued from page 1*

Provide short-term individual counseling to students who are referred by teachers, parents, school administrators, and through self-referral.	40.00
-----------------------------------------------------------------------------------------------------------------------------------------------	-------

Provide guidance through classroom lessons that are developmentally geared to the specific grade/age level of the students. Utilizing the group/peer environment to enhance the delivery of lessons on topics such as: peer relationships, bullying, communication skills, and conflict resolution.	10.00
-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------

Provide consultation and support to teachers and the school principal regarding issues that affect students. Provide consultation, support, and assistance to parents whose children have been referred for school counseling services.	10.00
-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------

Build a strong relationship with school personnel and parents in the following ways: 1. Provide parent education workshops 2. Attend meetings of the school's parent and school association as required 3. Attend open house for parents at the beginning of the school year	5.00
---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------

- Attend agency, staff and community meetings as determined by supervisor - Perform other duties associated with the general responsibilities of this position and/or as assigned by supervisor	5.00
----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------

Position Qualifications

Formal Education (minimal level REQUIRED for this position)

- No minimum education level
- High School diploma or GED
- Associates or other 2-year degree including technical/trade school
- Bachelors degree
- Masters or Professional degree (M.B.A., J.D., etc.)
- Doctorate

Degree in specific subject area: _____ Degree Type: MSW preferred or other Mental Health Related Field
Concentration: _____

Work Experience (minimum experience REQUIRED for this position)

- Less than 1 year
- 1 - 3 years
- 4 - 6 years
- 7 - 9 years
- 10 + years

Years of specific work experience: Field: Mental Health and/or School Counseling Years of experience: 1

Qualifications

- Must be either licensed or provisionally licensed in mental health services or school counseling
- Experience working with K-8th grade children necessary
- Demonstrated skill in therapeutic counseling services required

Special Requirements:

- Knowledge of and commitment to Catholic social teachings and practices and the mission of Catholic Charities of the Diocese of Raleigh
- Valid NC Driver's License and a vehicle in working order for business use
- Authorized to work in the U.S.

Skills: Proven computer skills including Word, Excel and other appropriate applications

Position Characteristics

Physical Requirements/ Work Environment

(This section must be completed *entirely*, regardless of position)

	Amount of time spent			
	None	<1/3 of time	1/3- 2/3 of time	>2/3 of time
Lifting greater than 20 lbs.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Sitting for extended periods	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Standing for extended periods	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Primarily office work	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Primarily outdoor work	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Primarily indoor work	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Prolonged exposure to heat/cold	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Prolonged exposure to loud noise	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

Level of Supervision Received (check the option that best describes the position overall)

Direct Supervision: Supervisor gives specific instructions on all assignments. Work is reviewed regularly for accuracy and completeness.	<input type="radio"/>
General Supervision: Supervisor provides continuing or individual assignments by indicating what generally is to be done, limitations, quality and quantity expected, deadlines, and priorities.	<input type="radio"/>
Intermittent Supervision: Supervisor makes assignments by defining objectives, priorities, and deadlines. Assists employee with unusual situations. Employee carries out successive steps and resolves problems in accordance with instructions and policies.	<input checked="" type="radio"/>
Administrative Supervision: Supervisor sets overall objectives and resources available. Collaborate on deadlines, projects, and work to be done.	<input type="radio"/>
Long-Range Administrative Direction: Employee generally proceeds independently in accordance with general plans, policies, and purposes of the department. Results of work are considered technically authoritative.	<input type="radio"/>

The above statements are intended to describe the general nature and level of work being performed by the individual assigned to this job. They are not intended to be an exhaustive list of all the responsibilities, duties, and skills required for the position. All employees may have other duties assigned at any time.