

## JOB DESCRIPTION

TITLE HOME SCHOOL INTERVENTION COUNSELOR

### QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/ Experience	Master's degree in Social Work, Guidance, or Counseling required. Experience working with parents and children. Experience with various computer software programs. Bilingual in English/Spanish or English/Haitian Creole preferred.
Language Skills	Ability to read, analyze, and interpret professional journals, technical procedures, or governmental regulations, medical reports, and legal documents. Ability to write reports, business correspondence, and procedures manuals. Ability to effectively present information and respond to questions from clients, agencies, and other employees of the organization or general public.
Mathematical Skills	Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals.
Certificate/License	Florida Educator's Certificate in Social Work, Guidance or Counseling or a current license in social work or mental health with the State of Florida, and Florida driver license. Licensed Clinical Social Worker preferred.
Reasoning Ability	Ability to define problems, collect data, establish facts, and draw conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.
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 sit, talk and hear; stand and walk; use hands to finger, handle, or feel; reach with hands and arms. The employee occasionally lifts and/or moves up to 50 pounds. Specific vision ability required by this job includes close vision, distance vision, and the ability to adjust focus.

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 noise level in the work environment is usually moderate. Travel within the community both to schools and homes to assess and evaluate the needs of the student as required.

REPORTS TO              Assigned Supervisor

#### GENERAL RESPONSIBILITIES

1. Operates as a link among the school, the students served, their families, and the community's social services.
2. Understands and implements program and governmental regulations related to family and community partnerships and mental health.
3. Coordinates mental health and other services for students throughout the county.
4. Identifies resources and community support for family social service needs.
5. Identifies and considers solutions to problems, using direct counseling and referral techniques.

#### SPECIFIC RESPONSIBILITIES

1. Develops and facilitates with education and social services professionals training activities for parents, students and staff.
2. Meets with other management staff or various school teams to evaluate and refer for appropriate health or educational service providers.
3. Assists school administration or participates on school teams to identify student needs or other factors affecting the student's performance/behavior in the classroom and assists with developing strategies and/or solutions.
4. Serves as a resource person for assigned committees to develop and maintain information and resources to help students, school personnel, and families.
5. Collaborates with community agencies and provides case management for students and families requiring multiple services.
6. Conducts parent/care giver interviews/conferences to assess and develop a comprehensive social-development history on each student to help assess student's social, emotional, and behavioral adjustment to school and community.
7. Identifies and recruits community support.
8. Tracks students' progress and monitors services provided to the families.

9. Provides individual and group counseling, consultation to teachers, and other service providers.
10. Schedules and facilitates meetings for individuals or groups and consultations with teachers, parents and students to develop solutions to family and community factors that influence a student's capability or ability to learn.
11. Responsible for eligibility and placement, and monitors attendance.
12. Assists in the development of program budget priorities and/or grants.
13. Performs other duties as assigned.