

Hyde County Schools

JCPC Counselor

PURPOSE: To prevent initial or continued juvenile delinquency and improve school performance of youth primarily in middle and high school. Will be employed part-time to provide services in collaboration with school guidance, DJJ Court Services, parents, and community stakeholders.

QUALIFICATIONS: Will possess a minimum of a four-year degree in a human service or related field and possess at least one year of relevant work experience. Strong interpersonal, organizational, program coordination and computer skills needed.

DUTIES AND RESPONSIBILITIES: include the following. Other duties may be assigned.

- 1) Responsible for conducting all program activities to promote academic and social development of students in the program.
 - Conduct individual and applicable group social/life skills training using an evidence-based curriculum to address student behavioral issues to improve academic, behavioral outcomes and progress with juvenile court.
 - Provide reasonable case management for participants in order to ensure adherence to the individual service plan and attainment of measurable objectives.
 - Develop individual service plan goals with clients to address school performance and/or behavioral issues.
 - Evaluate student progress on a weekly basis by way of school visits and individual/group sessions.
 - Conduct home visits with parents/guardians as appropriate to address student academic and behavioral concerns.
 - Maintain adequate documentation of services provided.
 - Adhere to the requirements of JCPC policy for service delivery and confidential files content.
- 2) Collaborate with school officials to maintain effective service delivery.
 - Receive referrals from DJJ as well as principals and assistant principals. Maintain ongoing communication regarding student progress.
 - Consult with principals and support staff in program development and maintenance.
 - Consult with teachers and school counselors regarding student school performance and progress.
 - Monitor student school performance, attendance and discipline.
 - Report client progress monthly to referring court counselors.
- 3) Responsible for program development and accountability measures.
 - Carry out program activities in accordance with program goals and objectives.
 - Maintain client files, NCALLIES submissions and submit monthly reports.

- Attend routine Juvenile Crime Prevention Council meetings to report program process.
- Monitor student progress using school performance records to include attendance, academic, and discipline infraction records.
- Attend routine professional development activities to improve knowledge, program practices, and skills.

EVALUATION: Performance of this job will be evaluated no less than annually.

REPORTS TO: Director of Student Services

PHYSICAL REQUIREMENTS

- While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; talk or hear. The employee occasionally required to sit and stoop, kneel, or crouch.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- The employee must occasionally lift and/or move up to 10 pounds. Must be able to perform light work exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or up 20 pounds of force constantly to move objects.
- Must possess the visual acuity to prepare data, work with record processes, and do extensive reading and research.

FSLA Status: Non-Exempt

DISCLAIMER

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to perform this job.