

HARMONY AT HOME JOB DESCRIPTION

JOB TITLE:	Sticks & Stones® Counselor
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JOB SUMMARY:	The Sticks & Stones® Counselor will be under the general direction of S&S Program Manager and Harmony At Home (HAH) Executive Director. There will be oversight and support by the Program Manager on a weekly basis. As a S&S Counselor you will be working in a school based program focused on providing children from K-8 th grades group/individual counseling support weekly per your contracted hours at your school.
EXEMPT OR NON-EXEMPT:	Hourly, Non-Exempt Monday-Friday. Number of hours is dependent upon contracts and number of schools Counselor is assigned to.

ESSENTIAL FUNCTIONS:	Employee must be capable of performing all Essential Functions for this job.
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ESSENTIAL FUNCTIONS

	1.	Sticks & Stones® counselors are to report to the program manager with any program or agency issues. PPS, interns and trainees are to report to their clinical supervisors with any issues related to client welfare.
	2.	All trainee, intern and PPS credentialed counselors are to attend supervision. Licensed therapists are to have regular phone check-ins with the program manager as is requested.
	3.	Counselors are required to attend an orientation at the start of each school year and will be trained on current requirements and methodologies exacted by Harmony At Home (HAH).
	4.	All counselors must have training in law and ethics and adhere to practices set forth by HAH. All counseling staff is to provide HAH with confirmation that they have obtained education on law and ethics every two years.
	5.	Counselors are encouraged to share HAH's mission with the public: "to end the cycles of violence and abuse by empowering children and young adults with the knowledge, skills, and confidence to lead healthy and productive lives". Counselors are not to speak for the organization, or take actions on behalf of the organization, without approval from the Executive Director.
	6.	Counselors are required to keep communications open with school personnel including, but not limited to, the principal and teachers. Good communications by the counselors to school personnel is vital (utilizing program forms, email, phone, and drop in hour).
	7.	Time cards must be submitted to the office every two weeks: on the 11th and the 26th – by 10:00 am (dates will vary to accommodate Holidays and weekends, but you will be informed of time card due date by email). Trainees will be required to submit a time sheet to track their contract hours. A clinical supervisor will monitor trainee hours.
	8.	Monthly reports are due to the office and should be remitted within a week of the month's end. Other reports may be required that are equally vital, and must be done in a timely manner.
	9.	Counselors are to coordinate their vacation and personal time off with their school's vacation and closure times. If a vacation is taken during school days, ample notice needs to be given and the counselor needs to inform their clinical supervisor(s), HAH

		office and their school(s) to make best efforts at informing child clients of their absence. In the event of absence due to sickness or an emergency, notification is to be made to clinical supervisor, program manager, HAH office and school(s) as soon as possible.
	10.	A plastic tub of supplies and a locking tote for client files will be given to each counselor at the beginning of the school year. It is your responsibility to contact the office if you require more supplies.
	11.	Client files are to be protected at all times, and are not to be left at the school. It is your responsibility and ethical obligation to protect and store your confidential lock box in a secure location.
	12.	Client files are to be maintained on a daily or weekly basis. Each time a child is seen there must be documentation in his/her progress notes with a current mental status. Progress notes must be signed off by treating therapists. Files will be checked during mid-year file checks and supervision.
	13.	It is important for counselors to know that, because you are working in the schools, you will have breaks throughout the year, during the winter holidays and when school is closed for the summer. You are expected to schedule your vacations when school is out.
	14.	At end of year, files are to be arranged utilizing program procedures for file set up and turned into the office no later than two weeks upon school's closure.
	15.	All S&S counselors are cps mandated reporters. Counselors are expected to file reports to child protective services (cps) upon any reasonable suspicion of child abuse. Counselors are required to keep original report in client's file if it is faxed, or a copy if original is mailed to cps. The office will distribute one copy to the employee's supervisor(s), and one copy will be retained at the HAH office. Every intern, trainee, pps credentialed and licensed therapist needs to alert their school principal when they have made a report. If the school principal requires a copy the report, the counselor needs to confirm the report will be placed in a locked file cabinet.
	16.	You will need to be able to lift and carry your locking tote box, with client files, from your car to your space on campus, and back to your car again. you will also need to be able to carry your large tub of art supplies. you must be able to lift and carry approximately 30 lbs. HAH will provide you with a rolling cart, if requested. If you have any physical problems that prohibit these actions, please notify the office.
	17.	You will need to provide HAH with a phone number where you can be reached throughout the day. It is necessary that you monitor your phone for communications from your Supervisor, HAH Office or the Program Manager. Prompt response is expected.
	18.	You will need to have access to email, as this is a form of communication HAH relies on heavily. It is necessary that you monitor your emails every day, and respond within a timely manner.
	19.	It is imperative that counselors do not discuss clients with friends or family.
	20.	This job requires a pre-employment background investigation.
	21.	Appropriate dress attire and hygiene at your schools is required as you represent the agency as a professional in the field. The dress code prohibits the following: ripped, faded or excessively "worn" jeans, shorts, t-shirts, ripped or sheer clothing, sweats and flip flops.

	22.	MAINTAINS SAFE AND HEALTHY WORK ENVIRONMENT:
		Employee is knowledgeable and complies with all safety and health rules and regulations including, performance of safe work habits. Employee takes immediate action to correct and/or report all safety hazards to supervisor. Employee secures hazardous areas to protect safety of others. Employee immediately reports any work-related injury to supervisor.

	24.	SPECIAL EQUIPMENT KNOWLEDGE & USE:
		Office equipment such as copier, printer, fax, etc.

	25.	COMPUTER/SOFTWARE SKILLS REQUIREMENT:
		Basic skills of MS Office applications, internet and communications via email.

	26.	LANGUAGE SKILLS REQUIREMENT:
		Fluent in English

27. PHYSICAL ACTIVITY REQUIREMENTS

	Never	Occasionally	Frequently	Constantly		
					Driving Vehicles/Equipment	YES
					Operating Equipment/Machinery	YES
					Exposure to Dusts, Gas, Fumes	NO
					Exposure to Hazardous Materials	NO
					Possible Exposure to Blood/Body Fluids	YES
					Exposure to High Noise Levels	NO
Sitting	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Walking on Uneven Ground	YES
Standing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Exposure to Marked Changes in Temperature	NO
Walking	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Use of Safety Equipment (Glasses, Ear Plugs, etc.)	NO
Crawling	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hearing Impairment Acceptable	YES
Bending Over	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Color Vision Impairment Acceptable	YES
Reaching Overhead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Color Vision at 20 Inches or Less Required	YES
Balancing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Clear Vision at 20 Feet or More Required	YES
Pushing/Pulling	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Lifting/Carrying						
10 lbs. or Less	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
20 to 50 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Over 50 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Skin/Hands in Water	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Exposure to Chemicals	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Foot Controls Used	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Repetitive Hand Use	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Firm Grasping Required	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

100%	28.	PERFORMS ALL OTHER DUTIES AS REQUIRED BY MANAGEMENT
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