

# St. Francis

CATHOLIC HIGH SCHOOL



## Job Profile

Job Title:	Wellness Counselor
Department:	Wellness
Reports to:	Dean of Students
Date:	7/9/21

### General Summary

*What is the primary purpose of this position?*

The Wellness Counselor at St. Francis Catholic High School works with the Dean of Students and collaborates with the Guidance, Campus Ministry, and Resource Departments to provide short term intervention to students for social, emotional, or crisis events that may impact their behavior or physical and mental well-being. This is done in a safe, confidential, non-judgmental and supportive environment. Students may meet with the Wellness Counselor to discuss a variety of complex issues such as but not limited to: trauma, stress, depression, grief, divorce, self-esteem, eating disorders, suicide, family life, substance issues, anxiety or other identified mental health issues. Keeping in mind the mission of St. Francis Catholic High School and the Catholic church, the Wellness Counselor assists the student, guiding her in her spiritual, intellectual, psychological, and social choices.

### Essential Responsibilities

*List all major job functions performed on a regular basis.*

***All areas of responsibility must be operated consistent with the Catholic mission of the school.***

- Drop in or appointment student support.
- Assesses and provides support for students and their families when facing difficult, complex or traumatic/crisis situations. Assists all parties in understanding and dealing with situations as have been assessed.
- Assesses student behavior, and counseling needs. Provides referrals to outside medical, psychological or emergency hospital care.
- Assists or provides intervention to students with substance abuse issues, eating disorders, mental health issues or other interventions as dictated by the situation.
- Coordinates with counselors, physicians and families to provide support to the student during the school year.
- Responds to Anonymous Alert communications.
- Manages the exit and re-entry of students with student support team members.
- Forms strategic alliances with relevant outside agencies.
- Educates SFHS faculty, staff, and community on mental health/wellness, substance abuse and physical safety issues. Communicates electronically and facilitates assemblies and parent information seminars.
- Plans programs to prevent and combat emotional and social problems.
- Supports parents through referral and educational materials.
- Educates students in various strategies, activities and making choices that enable students to maintain positive mental and emotional health and to teach behaviors that can encourage wellness and healthy lifestyle choices.



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- Collaborates with the Dean of Students to implement substance abuse, sexual assault, anti-bullying awareness and other relevant education programs.
- Collaborates with the Dean of Students to plan assemblies for the student body salient to teen health and wellness (i.e. Wellness & Safety Fair).
- Prepares and implements presentations tailored to each grade level and their development.
- Works with the Guidance Counselor and Learning Support Specialist to provide team assessment and referral.
- Coordinates and facilitates regular peer support groups and Peer Team.
- Educates faculty and staff on CPS protocols and responsibilities. Keeps records of CPS visits as reported to Wellness.
- Coordinates and facilitates Red Ribbon week, Sexual Assault Month and Suicide Prevention Month events.
- Adheres strictly to professional ethics and school policy.
- Maintains daily records regarding personal counseling, meetings, and interventions.
- Maintains strict confidentiality in all matters regarding student health.
- Recognizes the importance of timely and effective responses to communication.
- Stays current and informed on research related to teen mental and emotional health.
- Fully assumes leadership responsibility for areas assigned.
- Other duties may be assigned as needed.

### Job Specifications/Requirements

*List skills/experience required for adequate performance in this position. List preferred experience and skills, if any.*

Education:

Master's Degree in Counseling or Psychology is required. CA Licensed PhD, PsyD, MFT or LCSW also required.

Job experience:

Five years experience in counseling at the high school level and/or personal counseling.

Technical/Functional skills:

- Effective interpersonal skills.
- Good writing skills.
- Strong leadership skills.
- Ability to work as a member of a team.