

GREENWOOD SCHOOL  
9920 Regency Square Boulevard  
Jacksonville, Florida

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POSITION DESCRIPTION

JOB TITLE: Mental Health Counselor  
DEPARTMENT: Faculty  
REPORTING TO: Head of School  
DEPT. OF LABOR STATUS: Full Time, with Benefits; Non-Exempt

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Requirements:

Master's degree in mental health counseling, social work or related field

Minimum of (3) years in the mental health field (public or private)

Hold a valid practitioner license for the state of FL

Above-average computer skills, particularly with Office/Google word processing and spreadsheet programs, database management, and financial management programs.

Evidence of effective communication skills, leadership potential, organizational skills, relationship building.

Hold current CPR/First Aid certificate

Duties and Responsibilities (Direct and Supervisory):

- I. Provide an array of outpatient, school based mental health services to Greenwood Students.
  - a. Including but not limited:
    - i. Individual counseling sessions weekly, bi-weekly, monthly to identified families.

- ii. Collaborate with Director of Curriculum and Instruction on set schedule for counseling services
  - iii. Small group “lunch bunch” twice a month
  - iv. Family training / group talks after school at least once a quarter
- II. Develop service and safety plans for students as needed with support from Guidance Counselor, Dean of Students and Director of Curriculum and Instruction..
- III. Observe and support students and teachers in the classroom as directed by the Head of School, Director of Curriculum and Instruction, Dean of students and Guidance Counselor.
- IV. Provide mental health assessments, counseling, referrals, threat assessments, and intervention services.
- V. Complete and maintain documentation in a timely and accurate manner and according to Federal, State and Greenwood Guidelines
- VI. Effectively communicate with parent(s) about student progress
- VII. Report to school administration, as needed, about student progress and individual student goals
- VIII. Attend weekly faculty meetings
- IX. Collaborate with external psychiatric care providers as needed with support from Guidance Counselor.