

PINON COMMUNITY SCHOOL BOARD, INC.
POSITION DESCRIPTION

POSITION/TITLE:	Counselor Technician	FLSA:	Non-Exempt
CONTRACT TERM:	10 Months	DATE APPROVED:	05/09/2023

POSITION SUMMARY: Under close supervision, performs a variety of tasks to assist in the provision of timely counseling services to Residential students 75% and Kindergarten 25%. Support Pinon Community School's goals, objectives, and mission.

REQUIRED TRAINING:

- Attend BIE Mandated SCAN Training
- Attend 2 hours of Sexual Harassment Training
- Complete BIE Mandated Security Awareness Training
- First Aid/Safety/Emergency & Crisis Preparedness
- CPR - Automated External Defibrillator
- Student Checkout Policy
- Confidentiality (Health Information Privacy Act and the Family Education Right to Privacy Act.)
- Medication Administration
- Student Rights
- Child Abuse Reporting Requirements and Protection Procedures
- Suicide Prevention

Training annually:

- De-escalation/Conflict Resolution
- Substance Abuse Issues
- Ethics
- Parenting skills/Child Care
- Special Education and Working with Students with Disabilities
- Student Supervision Skills
- Child Development (recognizes various stages of development in the student population)
- Basic Counseling Skills
- Continuity of Operations Plan (COOP)
- Defensive Driving Certificate
- Safe Schools Training

DUTIES AND RESPONSIBILITIES:

1. Attends Professional Development Training and School Improvement Work sessions.
2. Performs basic First Aid and/or medical attention to ill and/or injured students; refers ill and/or injured students to local public health services as appropriate based on assessed need; administers prescription and non-prescription medications to students in accordance with physician orders and parents' permission; maintains current records of all medication/related health care provided.
3. Will provide counseling services to the Residential/Kindergarten Programs.
4. Updates and maintains all counseling files and records of students including all counseling notes, referrals to outside social service agencies, and treatment plans; works with Indian Health Services (IHS) Behavioral Health Services and/or Counseling Consultant to provide student counseling sessions, assigns counseling appointment with appropriate IHS Behavioral Health Services and/or Consultant; obtains appropriate signatures for permission to provide further assessment.

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5. Transports students to and from outside mental health appointments, provides insight regarding student background and/or issues affecting academic performance and/or overall behavioral attitude; contacts parents for discussion/review of student and/or school needs, concerns, and/or issues; assists/works with IHS Behavioral Health Services and/or Consultant contact outside social service agencies for investigation of abuse; participates in departmental meetings.
6. Provides one on one counseling to students as assigned and reviewed by IHS Behavioral Health Services and/or Consultant; transcribes counseling notes to student records and appropriate forms; contacts parents and/or guardians for signatures as required for dispensing of medications or provision of medical and/or psychological attention; responds to inquiries via phone or in-person to a variety of individuals.
7. Acts as Behavioral Health staff in compliance with 25 CFR Part 36; conducts support groups, conducts individual counseling, providing early crisis intervention, and preventive activity. Promoting a positive social and emotional environment.
8. Work with Residential Program students on an individual basis in the solution of personal problems related to issues at home, family dynamics, health, and emotional adjustment. Closely monitors at-risk students if necessary.
9. Sets up and maintain student files and records of individual and group counseling sessions. Maintains student records and protects their confidentiality.
10. Acts as a resource person to administration, teachers, and others to facilitate the educational personal growth of residential students; assist students in adapting to residential life.
11. Follows Kindergarten and Residential Student Handbook in disciplining a student with their appropriate consequence.
12. Works with Social Services to ensure child abuse and neglect suspicions are investigated by that Agency and refer families to Behavioral Health Department and other agencies.
13. Input incidents into the Native American Student Information System (NASIS) to monitor incident behavior.
14. Provides parent training on various topics (parenting skills, counseling techniques, procedures in a school setting (SCAN, referrals), etc.).
15. Provides counseling on topics such as grief, loss, acceptance; safety, health, hygiene, sex education, self-awareness/acceptance, and lesbian, bisexual, gay, transgender, and queer (LBGTQ).
16. Assist Residential Program Manager with academic counseling for college and career readiness for Kindergarten and Residential students. Provides student and staff training pertaining to team building, goal setting, problem-solving, and financial literacy.
17. Provides timely information to the designee. Provide direct student supervision, document any unusual behavior, make referrals, and follow up on any referrals.
18. Will provide COGNIA evidence in each standard and indicators for each fiscal year.
19. Performs other duties as assigned by the Supervisor or Designee.

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QUALIFICATION REQUIREMENTS:

1. Education: Associate degree in Social Science, or Education or Counseling for six (6) months of experience.
2. Experience: Three (3) years of experience, full-time work in social services, counseling, or a similar field with the designated student population.
3. Knowledge, Skills, and Abilities:
 - a. Knowledge of Pinon Community School Board’s mission, goals, objectives, policies, and procedures.
 - b. Knowledge of regulations, and CFR Standards for Homeliving Programs and services.
 - c. Knowledge of privacy and confidentiality guidelines.
 - d. Knowledge of available social service programs.
 - e. Knowledge of the principles, practices, techniques, and methods of early childhood and adolescent development.
 - f. Broad knowledge of technology and its use for meeting the individual needs of students.
 - g. Knowledge in administering First Aid, CPR, Safety, and Emergency & Crisis Preparedness; must have a current Food Handler Card.
 - h. Knowledge of FERPA regulations in privacy and confidentiality
 - i. Knowledge of the behavioral actions and physical manifestations of abuse, neglect, and drug/alcohol addiction, BIE SCAN policy and procedures, neglect, and drug/ alcohol usage.
 - j. Knowledge of the educational philosophy of Dine’ language and culture with respect to students, parents, community, and school.
 - k. Knowledge of some medical experience preferred.
 - l. Ability to maintain, confidentiality and comply with HIPAA and all other compliance standards.
 - m. Ability to function well in a high-paced and at times stressful environment.
 - n. Knowledge and support of the PCS mission and vision statement.
 - o. Skill in applying age-appropriate disciplinary and/or corrective measures.
 - p. Skill in working in an environment subject to quickly changing priorities, dynamic and potentially volatile situations, and frequent exposure to infectious and contagious diseases.
 - q. Skill in providing basic and initial intervention and prevention counseling services.
 - r. Skill in establishing and maintaining effective working relationships with students, staff, parents, other tribal departments, law enforcement personnel, outside state and federal agencies, institutions, and facilities.
 - s. Skill in establishing and maintaining an environment of support while maintaining a position of authority.
 - t. Skill in communicating in Navajo and English.
 - u. Skill in operating computers and use of various software applications.
 - v. Skill in establishing and maintaining effective communication with others in a courteous and professional working relationship on campus and in a professional setting to be a team player.

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- w. Ability to maintain good communication with teachers, students, and parents to bring about academic success and gain independence.

Condition of Employment: Subject to background investigations as required by P.L. 101-647 to determine suitability for employment.

Fingerprint Clearance Card: All employees, School Board members, and volunteers as noted in the Indian Child Protection and Family Violence Prevention Act set forth at 25 U.S.C. § 3201 et seq. and as further defined in 25 C.F.R. § 63-10 et seq., and the Crime Control Act of 1990 set forth at 42 U.S.C. § 13401 et seq., shall successfully complete a background check to include criminal history checks conducted pursuant to fingerprints checks as set forth in the above-noted laws and regulations to include applicable federal, state, and tribal jurisdictions. Employment shall not be offered to applicants who fail to meet the standards set forth in the above-note laws. All teachers and individuals that work at Pinon Community School are required to have an active fingerprint clearance card prior to employment. This is to determine the employee’s suitability, character, reputation, and trustworthiness is not in question to have Identity Verified Prints (IVP) fingerprint clearance card on file. The fingerprint clearance card will be periodically updated every five (5) years for the status of current IVP fingerprint clearance cards.

Physical examination: Physical examination is required within thirty (30) calendar days of employment. After an offer has been made to an applicant in designated job categories, a medical examination will be performed by a health professional of the school’s choice, at the school’s expense. The offer of employment and assignment to duties is contingent upon the results of the medical examination. Information on an employee’s medical history or results from an examination will be filed and maintained separately from the employee’s personnel file. The school may require an employee to undergo a medical examination, including random drug and alcohol testing, at any time that the school questions the employee’s ability to perform his or her assigned duties, or questions whether the employee may be a direct threat to the health or safety of the employee or others. An employee’s refusal to submit to testing under this policy is grounds for discipline, including termination.

PHYSICAL REQUIREMENT: This position may require some lifting of 50 lbs. or more

SUPERVISOR: Principal/Residential Supervisor

CERTIFICATION

I received a copy of my position description and certify that this is an accurate statement of the major duties and responsibilities of this position. I also understand that I will perform these duties and responsibilities.

Employee Signature

Date _____

Concur by: _____

Date: _____