



Christian Brothers High School

Job Description

Job Title: **School Counselor - Wellness**
Reports to: Principal
Status: Full-time - Exempt (10-months per year, paid over 12-months)
Salary: TBD.

The Mission of Christian Brothers

Christian Brothers High School is a Lasallian Catholic coeducational college preparatory high school. We are dedicated to inspiring and empowering young men and women with a challenging, relevant, and diverse academic program and co-curricular activities. Students thrive in a Christ-centered community that fosters faith, integrity, global citizenship, leadership, and service, preparing students for college and life.

Summary of Position:

The Wellness Counselor at Christian Brothers High School works with the Dean of Students and collaborates with the Guidance, Campus Ministry, and various departments. The purpose is to provide short-term intervention to students for social, emotional, or crisis events that may impact their behavior, physical, or mental well-being. This work 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, including 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 Christian Brothers High School and the Catholic church, the Wellness Counselor assists the student, guiding her in her spiritual, intellectual, psychological, and social choices.

Duties:

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

1. Drop-in or appointment student support.
2. Assesses and supports students and their families when facing difficult, complex, or traumatic/crises. Assists all parties in understanding and dealing with situations as having been assessed.
3. Assesses student behavior and counseling needs. Provides referrals to outside medical, psychological, or emergency hospital care.
4. Assists or provides intervention to students with substance abuse issues, eating disorders, mental health issues, or other interventions dictated by the situation.
5. Coordinates with counselors, physicians, and families to support the student during the school year.
6. Responds to Anonymous Alert communications.
7. Manages the exit and re-entry of students with student support team members.
8. Forms strategic alliances with relevant outside agencies.

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9. Educates CBHS faculty, staff, and community on mental health/wellness, substance abuse, and physical safety issues. Communicates electronically and facilitates assemblies and parent information seminars.
10. Plans programs to prevent and combat emotional and social problems.
11. Supports parents through referral and educational materials.
12. Educate students in various strategies, activities, and making choices that enable students to maintain positive mental and emotional health and teach behaviors that can encourage wellness and healthy lifestyle choices.
13. Collaborates with the Dean of Students to implement substance abuse, sexual assault, anti-bullying awareness, and other relevant education programs.
14. Collaborates with the Dean of Students to plan assemblies for the student body salient to teen health and wellness (i.e., Wellness & Safety Fairs).
15. Prepares and implements presentations tailored to each grade level and their development.
16. Works with the Guidance and Academic Counselors to provide team assessment and referral.
17. Coordinates and facilitates regular peer support groups and Peer Team.
18. Educates faculty and staff on CPS protocols and responsibilities. Keeps records of CPS visits as reported to wellness.
19. Coordinates and facilitates Sexual Assault Month and Suicide Prevention Month events.
20. Adheres strictly to professional ethics and school policy.
21. Maintains daily records regarding personal counseling, meetings, and interventions.
22. Maintains strict confidentiality in all matters regarding student health.
23. Recognizes the importance of timely and effective responses to communication.
24. Stays current and informed on research related to teen mental and emotional health.
25. Fully assumes leadership responsibility for areas assigned.
26. Actively uphold and support the school's commitment to diversity and inclusion, as articulated by our Core Principles.
27. Other duties may be assigned as needed

Qualifications Knowledge and Skills

1. Applicable experience effectively serving a variety of adolescent populations;
2. Strong communication skills, both written and oral;
3. Strong organizational skills and detail-oriented, with the ability to multi-task and meet multiple deadlines;
4. Proficient with standard business technology: Microsoft Office, web-based programs, and student information systems.

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Education and Experience

1. A Master's Degree in Counseling or Psychology is required.
2. In addition, CA Licensed Ph.D., PsyD, MFT, or LCSW is also required. A license must be obtained within 3-5 years of employment in the absence of a current license.
3. Possession of a Pupil Personnel Services Credential preferred.
4. Continue personal and professional growth and development.

Physical Requirements and Work Environment

1. Works in a highly active environment dealing with a wide variety of challenges, deadlines, and diverse contacts.
2. Works collaboratively with other members of the Counseling Department.
3. Must demonstrate excellent attendance and punctuality.
4. May work at a desk and computer for extended periods.
5. Work primarily in a traditional climate-controlled office environment Ability to sit, walk, stand, bend, squat, climb, kneel, and twist on an intermittent or sometimes continuous basis
6. Ability to grasp, push, and/or pull objects
7. Ability to reach overhead
8. Ability to lift up to 25 lbs.
9. Ability to operate a computer
10. Ability to process written, visual, and/or verbal information
11. Ability to operate basic office equipment and tools PC, Fax Machine, Telephone, Calculator, Copier, Printer.

Qualified individuals must perform the position's essential duties with or without accommodation. A qualified person with a disability may request a modification or adjustment to the job or work environment to meet the physical requirements of the position. Christian Brothers High School will attempt to satisfy requests as long as the accommodation would not result in an undue hardship.

Those interested should submit a resume and cover letter to hr@cbhs-sacramento.org. Along with your submission in the subject line, please list the title of the position you are interested in applying. This position is open until filled.

Please note: COVID-19 vaccinations will be required as a condition of employment for all CBHS faculty and staff.

This document neither constitutes a offer of employment nor acts as terms and conditions of employment.

Christian Brothers High School is an Equal Employment Opportunity Employer.
Minorities/Women/Veterans/People with Disabilities.

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