

Division of Alcohol and Drug Abuse Programs, Vermont Department of Health
Student Assistance Program
1/28/2008

Student Assistance Counselor Job Description

General Description: The person in this position provides school-based services to students, teachers, administrators, state agencies, providers and communities. The primary responsibility is to provide substance abuse prevention, education, screening, intervention, and referral services to adolescents; to refer students to off site providers for assessment and treatment when necessary; and help provide a positive atmosphere for recovery for those students engaged in, or returning from substance abuse treatment.

Qualifications:

The Student Assistance Program counselor (SAP) will be:

- Apprentice Substance Abuse Counselor (ASAC)
- Apprentice Substance Abuse Counselor within 3 months of hire (if the SAP counselor position is vacant and currently under recruitment)
- Certified as an SAP Counselor (SAP)
- Certified or licensed as an Alcohol and Drug Counselor (CADC or LADC)

The SAP counselor must have clinical supervision by a qualified clinical supervisor.

Knowledge, Skills, and Abilities:

- Must have the ability to relate to, and work with, children and adolescents
- Requires familiarity with substance abuse prevention, intervention, and treatment, and recovery methods
- Working knowledge of the fundamentals of emotional, behavioral, and mental health issues of the students served
- Computer skills and knowledge are helpful, particularly the use of internet and email for business purposes
- Must be able to complete documentation accurately and in a timely manner
- Must be able to work independently, use sound judgment and creative thinking
- Must be able to handle multiple concurrent tasks, work cooperatively and effectively with people from different disciplines, and promote teamwork.

Environmental:

Duties are primarily performed in a school setting. The job may require some travel within the state to meetings and training so a valid driver's license and an insured vehicle may be required. There is interaction with severely emotionally disturbed children, and/or individuals with substance abuse issues. There is some level of risk associated with the interaction with clients in the program and at times, the job may elicit high levels of stress. Crisis situations may occur at any time. Weekend or evening work may be required. You must successfully complete a criminal background check.

Job Responsibilities:

- Provide intervention and screening to students identified as having substance abuse problems, difficulties with stress, dysfunctional families, peers, and personal and school related adjustments.
- Provide educational and training services to members of the school and community in areas of substance abuse, interpersonal skills, group counseling and stress management.

- In groups or on an individual basis, counsel students in effective techniques for managing stress, peer and family relationships, and substance abuse issues.
- Develop and maintain relationships with appropriate outside agencies.
- Screen and assess adolescents needing a variety of services and make effective internal and external referrals. For example, court system, DFC, other substance abuse agency.
- Provide case management and aftercare services to students going to and returning from treatment.
- Work with the families of individuals where services are needed to aid in transition.
- Implement and maintain programs and procedures listed in the “Best Practices Survey for Student Assistance Programs”
- Establish safe and supportive relationships with students that promote student self-referral to the program.
- Maintain confidentiality of client as required by federal law in 42 CFR Part 2 as amended.
- Contact with a qualified clinical supervisor -- the apprenticed SAP needs weekly supervision, all others need bi-monthly
- Participate in student support teams with other school staff members
- Be an active team member in school activities to increase awareness of the student assistance program and maintain and develop effective working relationships with school staff
- Complete all necessary paperwork the state, Association of Student Assistance Professionals, school, and agency requires
- Adheres to all quality, licensing board, preferred practice and ethical standards. Must complete continuing education as needed to maintain skills and maintain certification/licensure.
- Participate in and/or coordinate meetings, committees, and special projects as assigned.