



SCHOOL BASED “SCIP” COUNSELOR

JOB TITLE: SCIP Counselor

SUPERVISOR: Individual/Group Supervisor and Clinical Director

Discovery Counseling Center (DCC) is a community based non-profit organization serving the San Ramon Valley for over 50 years. Discovery Counseling Center’s mission is to be the community’s leader in mental wellness by providing affordable, high quality, culturally appropriate and accessible counseling services and programs; offering excellent and highly-regarded training for future mental health professionals; creating greater awareness of the prevalence of mental wellness issues in our community and the importance of early treatment; and serving as the community’s advocate in securing adequate funding and resources for the treatment of mental wellness issues.

GENERAL JOB DESCRIPTION:

SCIP counselors offer psychotherapeutic counseling to individual clients, and in groups if needed, for Discovery Counseling Center (DCC) as a counselor in the **School Counseling and Intervention Program (SCIP)**. Counselors in this training program ensure that quality clinical services are provided to clients in accordance with Federal and State regulations and the agency’s policies, mission, values, and vision.

DUTIES AND RESPONSIBILITIES:

- Be at designated school sites during the regularly scheduled school day for 2 days/week.
- Attend 2-hour weekly Group Supervision session, and 1-hour weekly Individual Supervision. Note: Supervision schedule corresponds with the San Ramon Valley Unified School District calendar, and supervision is not provided when school is not in session.
- Attend weekly Didactic Training on Tuesdays, 4:00-6:00pm.
- Maintain Electronic Health Records (EHR).
- Maintain Electronic calendar current with all scheduled clients and appointments.
- Submit required agency paperwork by designated due dates.

- Submit two (2) audio recordings of SCIP client sessions per training year for evaluation by supervisor.
- Participate in outreach upon request, including presentations to schools or community events, attend DCC sponsored community events and fundraising.
- Counselors are eligible to return for another year of training with DCC, subject to satisfactory performance evaluations.

QUALIFICATIONS FOR THE JOB:

- Must provide fingerprint and TB clearance to DCC.
- Must complete sexual harassment training, if not already completed with DCC in the last two years

KEY COMPETENCIES:

- Knowledge of mental health conditions and best practices for psychological treatment.
- Dependable, timely, evidence of strong work ethic.
- Willing and open to learn and understand different perspectives.
- Ability and interest in working with diverse populations as well as interest in culturally responsive treatment interventions that align with cultural humility and consideration of the world views of our diverse client population.
- Strong oral and written communication skills.
- Analytical and problem-solving skills.
- Organized and skilled in maintaining up-to-date, easy-to-navigate patient files.
- Familiarity with Federal and State laws and regulations.
- Computer skills to operate record keeping, scheduling, email, and word processing software.

COMPENSATION:

MFT Trainees and Doctoral Practicum Students: \$200 per month stipend, to be given upon completion of the 10-month training placement.

Returning MFT and Doctoral Practicum Students: \$300 per month stipend, to be given upon completion of the 10-month training placement.

Associate Marriage and Family Therapists (AMFT) and Associate Social Workers (ASW) registered with the Board of Behavioral Sciences (BBS): \$500 per month for a standard position (2 days in SCIP). Please note that proof of registration must be provided in advance of placement.

Variations of the standard training program will be paid according to the equivalent day/hours.