



Inspiring Change, Reclaiming Lives

JOB VACANCY: School Based Counselor

DEPARTMENT: School Base

LOCATION: Islandwide – Hilo, Kohala, Kona

JOB TYPE: Full-Time with Benefits

PAY: \$13.46 - \$20.67/hour – pay commensurate with experience and education

DUTIES SUMMARY:

Facilitate substance abuse screening and assessments for at-risk youths; provide skill building & education groups and individual counseling. Position requires flexible work schedule, including weekends.

EXAMPLE OF DUTIES:

- Responsible to carry a full caseload
- Responsible to keep accurate documentation required in a timely manner
- Develop treatment plans with client that ensure the formulation of realistic and attainable short and long term goals
- Maintain client records in accordance with the organizations policy and procedures and state standards
- Ensure billing data forms are completed and reported on a timely basis
- Organize and implement skill building groups by taking adolescents on outings that encourage pro-social skill development (community service, etc.)
- Provides case management services to a regularly assigned caseload of clients, ensuring clients linkage to appropriate programs and community resources
- Observe federal regulations (42CFR) and HIPAA (Health Insurance Portability Accountability Act, 1996) governing the confidentiality of alcohol and drug abuse consumer's privacy and records
- Ability to instruct a wide range of individuals and groups in both formal and informal environments
- Demonstrate an understanding of the nature of substance use, abuse and addiction
- Demonstrate an understanding of school issues including 504 and IDEA eligibility guidelines
- Performs other related duties as assigned

MINIMUM QUALIFICATION REQUIREMENTS:

Training and Experience:

- Bachelor's degree and/or Master's degree in Human Services, Counseling, Psychology or closely related field
- Minimum of three (3) years working with adolescents
- CSAC certification

Requirements:

- Valid State of Hawaii Driver's License with no traffic infractions within the last 3 years
- Able to drive and operate 15-passenger van
- Tuberculosis (TB) Clearance (within the last 12 months)
- Medical/Physical Clearance (within the last 12 months)
- Flexible work schedule, including weekends
- Demonstrate strong written, oral and computer skills

Ability/Knowledge/Skills:

- Advanced skills in Microsoft Office, Word, Excel and Outlook.
- Knowledge and experience working with Electronic Health Records.
- Able to work with adolescents from diverse backgrounds.
- Good verbal and written communication skills.
- Project a professional manner in conduct, dress and language at all times. Maintain a professional relationship with clients, ensuring boundaries and ethics are adhered to at all times

How to Apply: If you wish to apply, please complete the Employment Application located on our website, www.bisac.org. Once completed you may email the completed application and your resume to: hr@bisac.com or fax to: 808-969-7375.