

Student Assistance Professional

Purpose Statement

The job of Student Assistance Professional is done for the purpose/s of providing prevention, intervention, treatment, and referral services to students and their families who are impacted by behavioral health conditions; and assisting in the development of a safe and drug free learning environment for learning and teaching.

This job is distinguished from similar jobs by the following characteristics: Per the essential functions and educational requirements listed below.

This job reports to Clinical Supervisor

Essential Functions

- Conducts a variety of actions (e.g. screenings, assessments, interventions, referrals, etc.) for the purpose of identifying and addressing behavioral health issues while complying of applicable laws, True North policies, and performance standards.
- Educates school staff, students, and parents on a variety of programs and services (e.g. drug and alcohol awareness programs, individual and family counseling services, crisis intervention, etc.) for the purpose of increasing awareness, identifying issues, providing referral, and service delivery.
- Establishes a visible, accessible presence on campus at assigned locations for the purpose of increasing student awareness, identification, and referral and service delivery.
- Facilitates motivational enhancement and cognitive behavioral therapy groups for the purpose of resolving identified behavioral health conditions and following applicable laws, True North policies, and performance standards.
- Maintains individual client records and files (e.g. evaluations, reviews, intervention, student recovery, etc.) for the purpose of compiling and documenting activities in compliance with federal and state funding requirements.
- Participates in a variety of committees and activities (e.g. Student Assistance Teams, CORE, re-entry conferences, assessment reviews, etc.) for the purpose of providing information in the area of behavioral health prevention, intervention, and treatment.
- Performs record keeping, data entry, and clerical functions (e.g. student records, program materials, scheduling, etc.) for the purpose of providing records/materials necessary for program success.
- Provides individual and family counseling and support to students and parents for the purpose of addressing and resolving behavioral health issues.
- Responds to inquiries for the purpose of solving problems and providing information and referral.
- Serves as a liaison between the school and juvenile justice, mental health services, screening services, assessment and treatment programs for the purpose of facilitating student support services, continuity of care and communication between participants.

Other Functions

- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: applying assessment instruments; operating standard office equipment including using pertinent software applications; preparing and maintaining accurate records/case management; and utilizing group presentation skills.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: alcohol/drug abuse federal confidentiality laws; generally accepted substance abuse assessment, intervention, treatment and recovery process for adolescents and families; chemical dependency counseling or prevention; physical and emotional development of adolescents; and mental health issues.

ABILITY is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals and/or groups; work with similar types of data; and utilize specific, job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups in a nonjudgmental manner; working flexible hours; displaying patience and a sense of humor; understanding verbal input and responding quickly; and maintaining confidentiality.

Responsibility

Responsibilities include: working under direct supervision using standardized routines; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 70% sitting, 15% walking, and 15% standing. The job is performed under conditions with some exposure to risk of injury and/or illness and in a clean atmosphere.

Experience: Job related experience with increasing levels of responsibility is desired.

Education: Targeted, job related education with study in job-related area.

Equivalency: SAP-T, Range 33:
HS Diploma / SUDPT
AA / SUDPT
BA / SUDPT
HS Diploma / AA / BA / MA - Agency Affiliated (Tier 1/Tier 2 Support)

SAP-1, Range 43:
MA / SUDPT
AA / SUDP
BA / SUDP
BA & in MA program - Agency Affiliated

SAP-II, Range 47:
MA / SUDP
MA - Associate MH License
MA - MH License

Note: Job Title and Range is based on highest degree and/or license.

Required Testing

Certificates and Licenses

Required SUDPT and/or, SUDP and/or , Agency

Affiliated and/or, MH License for positions

Continuing Educ. / Training

Maintain required certificates and licenses.

Clearances

Criminal Justice Fingerprint/Background Clearance
TB Clearance
WA State Sexual Misconduct Disclosure Release

FLSA Status

Non Exempt

Approval Date

8/2/2021

Salary Grade

Capital Region ESD 113 is an Equal Opportunity Employer