



## Center Counselor

**Position Title:** Center Counselor  
**Location:** CentroNia at 1420 Columbia Road NW; satellite sites in DMV  
**Supervisor:** President and CEO

### Primary Purpose of the Job:

The primary responsibility of the Center Counselor is to develop and support a quality counseling/mental health program. The Counselor will support teachers and parents on issues related development, emotional/social concerns, behavioral modification and areas related to Special Education Individualized Educational Plans. The work of the Counselor should be based on validated therapeutic theories, techniques, and research. The Counselor will have the ability to analyze various educational and environmental factors that affect children's cognitive and behavioral development. The Counselor will have excellent interpersonal, listening, and analytical skills, and a high ability to communicate orally and in writing.

### Essential Duties:

- Coordinate individual and group setting counseling, as indicated, for children, parents, and staff
- Work with teachers on Special Education Individualized Educational Plans
- Collaborate and consult with teacher in areas related to professional development, positive communication with students and school climate
- Collaborate and consult with parents and families to develop effective interventions to be used outside of school setting
- Counsel families in relation to environmental factors that influence children's behavior and learning
- Plan and conduct parental outreach activities and workshops
- Coordinate, facilitate and implement center wide counseling/mental health activities
- Conduct student observations
- Maintain current and accurate records as required by the American School Counselor Association ethical program and ensure their confidentiality
- Conduct classroom counseling education and prevention activities
- Provide services to all children and families with respect and dignity
- Perform other duties as assigned

### Required Core Competencies:

1. Strength based problem solving approach
2. Ability to relate to families in a holistic fashion that incorporates education, social services, health and nutrition, and family issues

3. Experience working with groups and/or families from diverse cultural, economic, and ethnic backgrounds.
4. Knowledge of community resources to support appropriate referrals.
5. Willingness to comply with the established agency performance standards which may include: productivity/personal responsibility, client/customer service-orientation, embracing a team player orientation, entrepreneurialism, and maintaining a professional demeanor.
6. Practice professional and effective interpersonal communication skills.
7. Able to work independently or with others in a team approach.
8. Maintain professional conduct that builds a respectful, trusting and collaborative relationship.
9. Modeling of appropriate behavior for children, parents, and staff.
10. Ability to be responsible for the timely completion of assigned tasks and projects.
11. Ability to understand the importance of family information and confidentiality.

### **Desired Attributes:**

1. Strong commitment to families from underserved communities.
2. Commitment to growth through attendance to professional development activities.
3. Demonstrate flexibility in regard to schedules, sharing of tasks, and changes in routines or plans.
4. Ability to contribute new ideas and diverse methods for problem solving to the group.
5. Dependability, patience, and honesty.
6. Positive attitude towards the work.
7. Respectful of diversity and open minded.
8. Helpful to others and able to work cooperatively.
9. Demonstrate self-motivation, continual learning, and initiative.

### **Required Education:**

Master Degree in Counseling or Guidance. English/Spanish bilingual preferred

### **Required Experience:**

Minimum of 5 years counseling experience in school or community based setting.

### **Safety Hazards:**

None

### **Other Requirements:**

To comply with the Americans with Disabilities Act of 1990 (ADA), which prohibits discrimination against qualified individuals on the basis of disability, it is necessary to specify the physical, mental and environmental conditions of the Essential Duties of the job. The following codes are used to explain the frequency of physical activity:

“F” for frequency; “O” for occasionally; “N” for not at all

**On the job, employee must be able to carry/lift loads of:**

- Light (up to 25lbs.)
- Moderate (25-50lbs.)
- Heavy (over 50lbs.)
- Squat & Kneel
- Stand
- Crawl
- Walk
- Climb

**On the job, employee must:**

- Bend
- Sit
- Push/Pull
- Handle objects (Manual Dexterity)
- Reach above Shoulder level
- Use finger movements

**Working Conditions:**

Office located within a community-based organization with a safe, stable and healthy environment. CentroNia has a very diverse staff, and Spanish/English bilingualism is essential to conduct business and serve clients.

**Salary Range:**

Competitive

**To Apply:**

Please submit your resume and cover letter; indicating the position you are applying to:

CentroNia  
Attn: Human Resources  
1420 Columbia Road, NW,  
Washington, DC 20009  
[centroniajobs@centronia.org](mailto:centroniajobs@centronia.org)  
Fax (202) 745-0154

*“Educating children and strengthening families, in a bilingual, multicultural community.”*  
CentroNia is an equal opportunity employer.