



Southern Tier Independence Center

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Position Title	Mental Health Counselor	HR USE ONLY	
Date Issued	6/2022	Hour Per Week/ Status	35 hours/week Full-Time
Date Revised	03/2026	Hourly Rate	\$22.00/hour
Reports to	Director of Behavior & Counseling Services	FSLA Status	Non-exempt
Department	Behavior & Counseling Services	Location	Broome

Summary

Good mental health results in improved health overall. The goals of the Children and Family Mental Health Counseling Program for children dually diagnosed with Mental Health and Developmental Disabilities, as well as their families are to increase emotional stability, socialization skills, enhance or maintain relationships and friendships, improve educational outcomes, develop coping mechanisms for stress and anger, and improve their sense of well-being. Families will be eligible for counseling services to reduce stress, improve communication skills, learn tactics to cope with behavioral issues, receive emotional support, and acquire information about the range of community supports available.

Education and Experience

- Licensed Master of Social Work preferred, Masters in Social Work, or related field required.
- Experience providing counseling to children with disabilities and their families.

Knowledge, Skills, and Abilities

1. Strong commitment to the independent living philosophy, Person Centered Planning, consumer choice and integration of people with disabilities into all aspects of community life.
2. Knowledge of the needs of children dually diagnosed with Mental Health/Developmental Disabilities, as well as their families.
3. Knowledge of programs/services available in the community that would benefit children/families.
4. Ability to effectively interact and work with individuals from diverse cultures and backgrounds.
5. Proficient in the use of all Microsoft Office applications (Excel, Word, Power Point).
6. Ability to communicate effectively, both verbally and in writing.
7. Demonstrate professional work habits including dependability, time management, independence and responsibility.
8. Knowledge of ethical and professional responsibilities and boundaries.
9. Excellent attention to detail and organizational skills.
10. Ability to multi-task and work effectively in both a team and individual setting.
11. Capacity to work in various settings, including school visits, and community-based locations.
12. Valid Driver's License and reliable vehicle.

Essential Job Functions

1. Comply with all STIC policies and procedures, United Way requirements, and applicable state and federal laws and regulations related to children and family mental health counseling.
2. Provide one-on-one or group counseling, including support groups, to children and their families.
3. Utilize creative, individualized, and strengths-based approaches (e.g., art, play, mindfulness, and sensory-informed strategies) to support engagement and therapeutic outcomes.

4. Provide counseling services in contracted school locations, collaborating with school staff to ensure services are accessible, coordinated, and aligned with student needs.
5. Support children and families in building practical coping skills, emotional regulation strategies, and social skills that can be generalized across environments.
6. Collaborate with families, school, personnel, and other service providers to support continuity of care and reinforce therapeutic goals across environments.
7. Participate in multidisciplinary team meetings (e.g., school-based meetings, provider collaboration) as appropriate.
8. Complete timely, accurate, and compliant documentation of all services provided, including session notes and progress toward goals.
9. Document program progress and produce quarterly reports to submit to funding sources.
10. Collect and maintain all required statistical and other data and prepare reports within established timeframes.
11. Develop and host activities and events for program participants and the community at large to promote social interactions among children and families.
12. Create a monthly resource packet for children and families, incorporating relevant topics, creative tools, and community resources that support mental health, engagement, and overall well-being.
13. Attend all mandatory agency and departmental trainings/meetings, sign language class and advocacy committees.
14. Perform all other duties relevant to the position as requested.

Physical Requirements/Working Conditions

- Ability to sit/stand throughout day to accomplish job.
- Ability to reach above shoulder level.
- Ability to turn/twist upper body.
- Ability to enter data, notes, and other documentation into a computer.
- Ability to use hand for repetitive action and fine manipulating for the purpose of keyboarding
- Travel throughout Broome County
- Work a flexible schedule that occasionally includes early mornings, evenings and weekends.

Reasonable accommodations may be made to the extent required under applicable law to enable individuals with disabilities to perform the essential functions of this position.

The statements herein are intended to describe the general nature and level of work being performed, but are not to be seen as a complete list of responsibilities, duties, skills, required of personnel so classified. Also, they do not establish a contract for employment and are subject to change at the direction of the employer.

I have read and understand the responsibilities outlined in this job description.

Southern Tier Independence Center, Inc. is an equal opportunity employer. It is our policy to hire the best qualified applicant for the position, without regard to: gender; gender identity/expression; sexual orientation; disability; age; race; color; creed; national origin; pre-disposing genetic characteristics; military, familial, marital or domestic violence survivor status; pregnancy or pregnancy-related conditions; criminal history; or any other protected class included in applicable local, state or federal laws.

Employee Name: _____

Employee Signature: _____

Date: _____

Supervisor Name: _____

Supervisor Signature: _____

Date: _____