



## **BROOKS SCHOOL POSITION DESCRIPTION**

**Position Title:** Licensed Clinician (Ph.D., PsyD or LICSW)

**Classification:** Staff

**Position Type:** Part-time

**Expected hours of work:** 20 hours during the academic year: Wednesday mornings, Thursday and Friday full days

**Benefits Eligible:** No

**Reports to:** Director of Psychological Counseling Services

**Date:** August 22, 2022

### **SUMMARY DESCRIPTION:**

The ideal candidate will have at least five years of experience in counseling, with a strong preference for experience in a school environment. An advanced degree and licensure are required as a Licensed Clinician (PhD, PsyD or LICSW). This candidate will report to the Director of Psychological Counseling Services. This candidate will work a total of 20 hours over the course of two and a half days. \*\* This is an academic year position: September 1 through May 31.

### **ESSENTIAL FUNCTIONS AND KEY OBJECTIVES:**

- Crisis counseling and assessment: Assess for suicidality, self-injurious behavior, depression, anxiety and/or any other potentially dangerous/high risk states.
- Psycho-social assessments and treatment planning: Assess current mental health status of students, their needs and appropriate treatment plan.
- Meet with students for short-term counseling around specific issues such as school adjustment, stress, self-esteem or issues resulting from disciplinary measures.
- Facilitate life skills groups addressing mood management skills/emotion regulation, body image, self-care, etc.

- Provide case management of individual caseload of students receiving mental health support.
- Serve on a rotating on-call system for mental health emergencies for weeknights/weekends.
- Explore and facilitate group support or counseling for students, as appropriate.
- Work collaboratively with the Health & Wellness Center staff in addressing the health and wellness needs of students.

### **COMPETENCIES:**

- Developing and maintaining trusting relationships with students, families, as well as faculty, and administration
- Understanding of child development
- Commitment to working in and fostering an inclusive community
- Knowledge of and ability to work effectively with diverse populations
- Ability to handle highly sensitive information with discretion and keep high standards of confidentiality
- Strong critical thinking skills and the ability to problem solve
- Exhibit capacity to routinely assess, assist, and escalate student issues as needed; ability to react calmly and effectively in emergency situations
- Predisposition to reflect warmth and a positive spirit
- Ability to facilitate effective crisis intervention
- Maintaining confidentiality; using discretion
- Support of institution's mission
- Exemplifying high standards of professional conduct

### **EDUCATION:**

- Bachelor's degree required
- Ph.D., PsyD or MSW required
- Licensed Clinician (Ph.D., PsyD or LICSW) in Massachusetts

### **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in an indoor environment. The noise level in the work environment is usually moderate.

### **PHYSICAL DEMANDS:**

- Occasional lifting, bending and climbing stairs
- Frequent talking, listening, walking, sitting and standing
- Ability to perform multiple concurrent tasks and functions in a fast-paced working environment

## **TRAVEL:**

This role does not require travel but travel for professional development is encouraged.

## **APPLICATION AND POSITION INFORMATION:**

Brooks School believes that realizing a mission aimed at providing the most meaningful educational experience its students will have in their lives requires intentional work to build and foster diversity, equity, and inclusion for all members of our predominantly residential school. As such, we seek a diverse candidate pool that includes those who are traditionally underrepresented and less familiar with boarding school life.

All interested candidates should submit the following materials by email with attachments to: Director of Psychological Counseling Services Kimberly Cratty at [kcratty@brooksschool.org](mailto:kcratty@brooksschool.org)

- Cover letter expressing why you are interested in Brooks and this opportunity
- A current resume
- Three professional references and their contact information

## **EEO STATEMENT:**

Brooks School does not discriminate on the basis of race, gender, color, sexual orientation, disability or religion in the administration of its educational policies, admission policies, employment policies, financial aid and loan programs, athletic programs and other school administered programs and activities.

## **COVID-19 VACCINATION POLICY:**

Brooks School is a COVID-19 vaccinated community. Unvaccinated visitors to campus are asked to refrain from entering any school buildings unless the school has granted an exemption. In all cases, unvaccinated people who have been granted an exemption must wear a mask over the nose and mouth at all times when in a school building.

*This job description in no way states or implies that these are the only duties to be performed by this employee. The employee will be required to follow any other instructions and to perform any other related duties as assigned by the supervisor or appropriate administrator. Brooks School reserves the right to update, revise or change this job description and related duties at any time.*