

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2015-209 **Issue Date:** 11-09-15 **Closing Date:** 11-17-15

School Counselor
YN Tribal School
Department of Human Services
Hourly Wage: \$17.70/Regular/Full-Time

The School Counselor is a professional position in the Yakama Nation Tribal School. Incumbent will provide individual and group counseling for the students in the school. Incumbent will work as part of the professional team. Counselor must be perceptive to increase effectiveness of the counseling role. Employee will develop and implement curriculum in the areas of: human relations, refusal skills for drugs/alcohol, self-esteem and psychological education (moving counseling into the classroom: active group activities on topics such as values). Incumbent will work with the teachers to enhance counselor effectiveness, developing support systems and assisting to reduce teacher stress. In addition, the Counselor will work in the academic and career area, new student enrollment, student count, assisting with the schedule, graduation requirement analysis, evaluating transcripts, working with failing students, working with parents, providing students with information on colleges, vocation schools, scholarships, assisting students in filling out job applications, job searching, due to process procedures for special education, assisting with discipline and developing peer assistance groups.

Knowledge, Skills and Abilities:

- Ability to select, coordinate, administer and interpret appropriate achievement and assessment tools.
- Ability to provide instruction in Peer Assistance Training.
- Ability to make home contacts, as needed, to ensure that counseling services are understood.
- Ability to prepare reports as a result of counseling services provided and other evaluative procedures.
- Ability to compile, analyze and summarize data relevant to the counseling program including student problems, interests, progress, etc.
- Ability to assist administration in ensuring compliance with applicable federal, state and local regulations specific to counseling and assessments.

General Recruiting Indicators:

- Washington State Certification as a School Counselor, with a background in Drug/Alcohol Education Awareness.
- Qualified enrolled Yakama preference.

Special Requirements:

- Required to pass a pre-employment drug and alcohol test.
- Required to complete background check according to Yakama Nation Tribal School requirements.
- Possession of or ability to obtain a valid Washington State Driver License with the ability to obtain a valid Yakama Nation Tribal Driver's Permit.
- Ability to obtain a First Aid/CPR card.
- Must have no history of abuse or neglect.
- Must have no history of drug or alcohol abuse.