

Holy Family Institute

Student Assistance Liaison

Program: Student Assistant Program

Reports to: Director of Behavior Health Services

Hours: Full-time, exempt, 10-month position for the 2021-2022 school year
8:00 a.m. – 4:00 p.m. Monday – Friday

General Statement of Duties:

The Student Assistance Liaison is part of a program that utilizes a systematic process involving a team composed of professionals from various disciplines within the school and community agencies. The Liaison will be trained to identify non-academic barriers to learning, and, in collaboration with families, to strategize for and/or refer identified students for assistance that will enhance their school success. They will provide consultation to teams and families regarding the need for referral to community-based assessment for mental health problems as well as drug & alcohol addiction issues. This is a fast-paced position which requires efficient organizational skills.

Essential Functions:

1. Promotes the Mission and Philosophy of Holy Family Institute.
2. Will attend specific training for Student Assistance Liaisons.
3. Provide consultation on-site at schools and will in conjunction with the SAP teams within the school district.
4. Will provide services as outlined in the Letter of Agreement with each school district that the liaison serves.
5. Provide regular communication to the SAP Coordination Team as well as attendance at all SAP meetings.
6. If providing consultation for more than one school district, must be knowledgeable about the skills and supervision of each system provided by the Letter of Agreement for each.
7. Must maintain program certification through training provided by state and county approved trainers.
8. Must have knowledge of child and adolescent mental health and addiction issues as well as crisis intervention and postvention procedures.
9. Is experienced and training in suicide prevention.
10. Possesses assessment skills knowledge and experience
11. Knowledgeable about community resources.
12. Attends core meetings on a consistent basis.

Minimum Qualifications:

Candidate must have a Bachelor's Degree in Mental Health, Addiction Counseling or Education with a minimum of 2-5 years' experience as a SAP Liaison or in the Behavioral Health field. SAP certification is preferred. Valid PA Driver's license, current Act 33/34 and FBI clearances are required. Additionally, candidate must be physically capable of managing client behavior. **EOE**