



Job Title: School Counseling Coordinator **Job Grade X**
Reports to: Assistant Director of Children's Services / Vice President of Children's Services
FLSA Status: Exempt

SUMMARY:

The Program Coordinator oversees all of the counseling services provided in Buffalo Public Schools for Best Self Behavioral Health. The Program Coordinator will provide clinical and administrative supervision to counselors in the school and will review and sign off on documentation. The Program Coordinator will also collaborate with point people within the schools to facilitate referrals and will work with satellite offices to schedule appointments for students. The Program Coordinator will work with student support staff, social workers and administrators in the schools.

The Program Coordinator will also collect and submit data and attend county meetings on a monthly basis as well as work with the county Say Yes Director. Program Coordinator will work to ensure that all schools are OMH approved and follow treatment guidelines for BestSelf Behavioral Health.

QUALIFICATIONS:

Full time position. Travel between schools required for position. Experience in working with children and adolescents. Must have excellent communication, coordination and collaboration skills. LMHC and or LCSW preferred.

To apply, please use the following link:

https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=bc8d9065-32e2-4324-a1f6-642d23e837bf&jobId=248177&lang=en_US&source=CC2&cclid=19000101_000001