**Denver Kids, Inc. 501(c)(3) Job Description**

**Job Title:** Educational SEL Counselor

**Job Classification:** Full Time, Exempt

**Department:** Program

**Reports to**: Program Manager

**Hours:** 40 hours/week

**Compensation & Benefits**: Salary is commensurate with experience and qualifications. Individual Health & Dental Coverage, Individual Retirement Account Contribution and Paid Time Off  
  
**Multiple positions available:**   
Middle School Educational SEL Counselor in the Far Northeast Region (1),   
High School Educational SEL Counselor in the Central Region (1),   
High School Educational SEL Counselor in the South Region (1) *For all positions, Spanish speaking skills are highly desired.*

**Position Summary**:

This position plays a key role in the intervention strategy of Denver Kids. The Educational SEL Counselor (ESC) will work directly with young people in DPS. The ESC will partner with school staff to ensure a team-based approach. The ESC is a coach and advocate, working closely with the youth, mentor, family and school to provide wrap-around support. In this role, the counselor will be responsible for enrolling students to their caseload each year, with support from peers and managers as needed. Through our Program Model called THRIVES, each ESC will be responsible for engaging in our Toolkit for Holisitic Relationships, Intentional Validation, Entrepreneurship and Social Emotional Academic Learning (SEAL), with students. As part of this toolkit, counselors will be facilitating monthly learning modules with students focused on social emotional skills, financial education, and college and career readiness utilizing a curriculum. In addition, the Educational SEL Counselor may facilitate social-emotional groups and be involved in matching their students with volunteer mentors.

**Primary Responsibilities**

* Case Management
  + Provide year round case management services to up to 50 youth and their families, and mentors
  + Identify and enroll students totheir caseload to maintain a full caseload throughout the year
  + Conduct assessments and provide one-on-one coaching, psychoeducation, life skills education, and basic counseling to youth
  + Provide home visits and maintain contact with families, as needed
  + Provide resources to youth, mentors, families
  + Provide one-on-one coaching to mentors
  + Maintain current documentation through Salesforce
  + Build and maintain strong relationships with personnel in school partner systems
* Programming and Events
  + Facilitate enrollment events when needed
  + Assist with Mentoring Match Nights and other related events
  + Ensure caseload of youth and mentors attends required events
  + Provide transportation to youth for Denver Kids events/trainings as needed
  + May facilitate groups
* General
  + Adhere to Denver Kids Policies and Procedures as well as ethical standards of the field
  + Create and maintain productive, professional relationships with all staff
  + Work collaboratively in a team-based setting
  + Participate in any leadership/professional development as needed including on-going training opportunities pertinent to job execution and client population
  + Attend and participate in Denver Kids meetings and committees/groups as necessary
  + May have an opportunity to supervise intern(s) as appropriate
  + Assist in evaluation and data tracking for grant/funding purposes and continuous program improvement

**Qualifications**

Required:

* Bachelor's degree in related field (Social Work, Counseling, Human Services, Education, Psychology, Non-profit Management) or 4 years of experience working in youth development
* Commitment to Denver Kids mission and youth in DPS
* Experience working with a diverse population

Preferred

* Master’s degree in related field (Social Work, Counseling, Human Services, Education, Psychology, Non-profit Management)
* Bilingual - English/Spanish
* Knowledge of Salesforce, Infinite Campus, Slack and other online platforms

Working Conditions

* Urban city and school district
* Working with students and families who may or may not face circumstances, including but not limited to, poverty, homelessness, domestic violence and immigration
* Requires current and valid Colorado driver’s license
* Driving to and from schools, events and/or other local entities as necessary
* Regular working hours Monday - Friday 8:00 am - 4:00 pm, occasional hours before and after
* Occasionally transport students for Denver Kids events

You Value

* Organizational skills
* Ability to assess needs and multi-task
* Thriving in a changing environment
* Desire for continuous learning and personal development
* Effective written and verbal communication skills
* Safe and clean driving record
* Ability to lift at least 20 lbs
* Alignment with Denver Kids Core Values

Compensation/Benefits:

Salary is commensurate with skills and experience. Salary range is $52,500-$56,500 with competitive benefits and time off package.

To Apply:

Send cover letter expressing interest in Denver Kids and this role as well as a resume showing experience relevant to the position to [apply@denverkidsinc.org](mailto:apply@denverkidsinc.org). No phone calls please.