

# Tsé Náshchii' Ólta'



## Position Description SY 2026-2027

**POSITION TITLE:** Traditional Counselor

**CONTRACT TERM:** 10-month

**SUPERVISOR:** Executive Director

**CLASSIFICATION:** Exempt

**SALARY:** Administrative

**DATE APPROVED:** 02/14/2024

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### PRIMARY RESPONSIBILITY:

Under close supervision, performs a variety of tasks to assist in the provision of timely counseling, healing and cultural education services to Residential students and Kindergarten through Fifth Grade. Support the Tsé Náshchii' Ólta's goals, objectives and mission. The incumbent assists in providing cultural consultation and resource services. Reports directly to the Executive Director.

### QUALIFICATIONS:

1. Minimum of an Associate Degree in Social Science, Education, Counseling or related field with 2 (two) or more years relevant work experience is required.
2. Two (2) or more years' professional experience as counselor, educator, social services or related profession is required with an Associate's degree.
3. Strong understanding of Tsé Náshchii' Ólta's mission, goals, and relevant policies, including CFR standards, HIPAA, FERPA, and BIE guidelines.
4. Knowledge of early childhood development, social services, behavioral health indicators, and Dine' language and culture in education.
5. Proficient in using instructional technology tools to address diverse student learning needs and promote academic success.
6. Ability to manage dynamic, high-pressure environments while applying appropriate discipline, intervention, and support strategies.
7. Excellent communication and interpersonal skills in Navajo and English; effective collaboration with students, families, staff, and external agencies.
8. Have or be able to obtain First Aid/CPR certification, Defensive Driving- GSA certification, and a Food Handlers Permit upon hire.
9. Pass a comprehensive background check by meeting the minimum standards of character as defined by the Indian Child Welfare and Protection Act.
10. Ability to communicate in Navajo is recommended; Navajo language proficiency preferred.
11. Meet the minimum physical requirements to be able to stand, walk extended periods and to be able to lift 20 lbs.
12. Possess a valid Driver's license with insurable driving record.

## RESPONSIBILITIES AND DUTIES:

1. Provide individual and group counseling for Residential and Kindergarten through Fifth Grade students; address personal, behavioral, academic, and emotional issues; conduct crisis intervention and support groups; promote positive mental health and social-emotional development.
2. Maintain confidential student files, counseling notes, referrals, and treatment plans; coordinate with IHS Behavioral Health and outside agencies; obtain parental permissions as needed.
3. Refer students to medical or behavioral health services as appropriate based upon patient conditions and needs; input incidents into NASIS; monitor at-risk students.
4. Work with staff, administration, families, and external agencies to support student well-being; assist with investigations of abuse/neglect; provide insight into student behavior and background.
5. Actively participate in relevant professional development and training opportunities to enhance knowledge and effectiveness; contribute to school improvement efforts, and support COGNIA accreditation standards.
6. Conduct parent and staff training on topics such as parenting, grief, health, and school counseling procedures; assist with college and career readiness activities.
7. Follow all federal (25 CFR Part 36), school, and program policies; support student discipline per handbook; supervise students, report incidents, and ensure timely documentation and referrals.
8. Exhibit professional competent standards and behavior expected of staff at Tsé Náshchii' Ólta in accordance with the Tsé Náshchii' Ólta Policy and Procedures Manual.
9. Exhibit cultural sensitivity and respect for all individuals at Tsé Náshchii' Ólta, Inc.
10. Comply with all provisions in the Tsé Náshchii' Ólta Policy and Procedures Manual and any duly adopted Governing Board amendments and policy modifications.
11. Promote and protect the safety and welfare of all Tsé Náshchii' Ólta students, staff, stakeholders, and visitors by proactively addressing concerns and reporting any potential threats to well-being.
12. Use and maintain any Tsé Náshchii' Ólta property or equipment in good working order and report any problems to the appropriate supervisor.
13. Be knowledgeable and participate in guidelines stated in the Continuity of Operations Plan (COOP) as necessary.
14. Maintain confidentiality as outlined in the Tsé Náshchii' Ólta Policy and Procedures Manual.
15. Perform additional duties as assigned.

*Tsé Náshchii' Ólta gives preference to eligible and qualified applicants in accordance with the Navajo Preference in Employment Act*

**Disclaimer:** The information in this position description has been designed to indicate the general nature of work performance by an employee of Tsé Náshchii' Ólta for this position. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. Employees will be asked to perform other duties as needed to ensure the continued operations and services for Tsé Náshchii' Ólta.

The performance of this position will be evaluated on an annual basis, which evaluation will consider the coach's effectiveness in fulfilling the assigned duties and complying with the School's expectations. This position description may be subject to review and change as approved by the Governing Board. This position is dependent on available funds.

**ACKNOWLEDGEMENT**

By signing below, I confirm that I have read and fully understand the position description. I agree to perform the duties and responsibilities outlined in this position description and confirm that I meet the minimum qualifications required for this position.

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EMPLOYEE SIGNATURE

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DATE