



## **Student Assistance Program Specialist - St. Johnsbury Health District**

**Position Classification:** 1 FTE, hourly, non-exempt

**Reports to:** Associate Director

**Salary Range:** \$24-27/hr

**Location:** St. Johnsbury, VT and a local Jr. High/ Middle School TBD

**Job Summary:** *This position proactively identifies students experiencing academic, personal, or social challenges before those concerns interfere with their ability to have a successful and rewarding school experience. The role initiates supportive, strengths-based interventions and conducts pre-assessments to help students reflect on their circumstances, clarify needs, and move in a positive direction. The position connects students with appropriate resources within the school and broader community, supports access to care, and follows up to help ensure meaningful engagement with services. Through educational student support groups, the role fosters behavioral change, skill development, resilience, and renewed capacity for learning and overall well-being. The Specialist will also deliver developmentally appropriate substance use and gender-based violence prevention programming and serve as a consistent, non-clinical support presence within the school setting.*

### **Specific Responsibilities:**

#### **General**

- Engage in a needs assessment with school partners to establish optimal approach.
- Provide non-clinical, strengths-based support focused on coping skills, decision-making, boundaries, and help-seeking while establishing safe and supportive relationships with students through consistent presence in the school.
- Serve as a bridge between students and existing school supports when additional assistance is needed.
- Participate in school-based wellness team meetings, professional development and staff meetings.
- Collaborate with educators, counselors, and administrators to integrate prevention programming into school environments.
- Offer programming for school staff and youth that address overlapping risk and protective factors.

- Work collaboratively with school counselors, administrators, teachers, and student support teams to align efforts and avoid duplication.
- Participate in SAP-adjacent or student support meetings as appropriate, while maintaining a clearly non-clinical role.
- Follow all school policies related to confidentiality, mandated reporting, and student safety.
- Develop and maintain relationships with appropriate outside agencies.
- Attend Umbrella program/staff meetings and meetings with grant partners and state network as requested or required by funders
- Satisfactorily complete required trainings and ongoing professional development opportunities including 20 hours of training to obtain Crisis Worker Privilege.
- Assist with a variety of administrative projects, research new services, coordinate records and documentation as requested.

**Substance Abuse Prevention:**

- Attend required trainings regarding substance abuse prevention and use of the CRAFFT and GAIN screening tools.
- Provide intervention and screening to students identified as having mental health or substance abuse issues.
- Make effective internal and external referrals for students with mental health or substance abuse issues for more specialized or intensive services as needed.
- Provide case management and aftercare services to students going to and returning from treatment.
- Meet with concerned families and work with students and their parents/guardians where services are needed.
- Plan and facilitate substance abuse prevention education presentations for students.
- Serve as a resource to school staff regarding substance use, abuse and prevention.
- Attend monthly Northeast Prevention Coalition meetings and participate in coalition sponsored activities and events
- Attend supervision on a monthly basis with a licensed clinician.
- Meet regularly with area SAP counselors to consider collaboration of services.
- Maintain records and statistics for school and district as directed.
- Adhere to federal regulations encoded in Title 42 CFR relative to confidentiality regulations for drug and alcohol counselors. In compliance with both 42 CFR Part 2 and HIPAA, the SAP will disclose information to the SAP's supervisor and school

principal when the SAP has concerns about a student's safety or willingness to participate in recommended programs relative to that student's safety.

**Gender Based Violence Prevention:**

- Implement promotion of healthy relationships and sexual assault prevention programs for all age groups within the school
- Serve as a resource to school staff regarding gender based violence and prevention.
- Collaborate with and provide consultation to school staff and families.

**Advocacy:**

- Provide direct service advocacy and intervention to students who are experiencing gender based violence within the school.
- Plan and facilitate student support groups.

**Coalition Engagement & Community Prevention**

- Attend and actively participate in monthly Northeast Prevention Coalition meetings.
- Support coalition-led prevention efforts by contributing school-based perspective and youth voice to planning and discussion.
- Participate in coalition events, campaigns, and community activities related to substance misuse prevention and violence prevention, as appropriate.
- Strengthen coordination between school-based prevention efforts and broader community prevention strategies.

**Core Values of the Role**

The successful candidate will:

- Understand rural Vermont culture and the realities of generational poverty
- Approach students and families with respect, humility, and curiosity
- Recognize that many students are navigating adult responsibilities, instability, or exposure to substance use at an early age
- Believe in prevention that is relationship-based, realistic, and relevant to students' lived experiences

**Qualifications:**

- Bachelor's degree in a related field or commensurate experience preferred.
- At least three years of experience in a school support staff position or a related position.
- Experience in youth substance abuse prevention education and/or counseling preferred.

- Strong presentation and facilitation skills, especially with middle and high school-aged youth.
- Knowledge of adolescent development, substance use trends, and evidence-based prevention strategies.
- Excellent communication, organizational, and interpersonal skills.
- Ability to work independently and as part of a team.

**About Umbrella:**

Umbrella's vision is to be an organization whose transformative work is realized through prepared and supported staff, trauma-informed and healing-focused practices, collaborative community leadership addressing the needs of the most marginalized people in our region, and innovative programming enabled through internal financial strength. Our mission is to cultivate a Northeast Kingdom where all people thrive free from abuse and oppression.

**Employment at Umbrella:**

Umbrella offers a competitive benefit package including health insurance (for employee), dental insurance, as well as a generous earned time program. We value our employee's wellness and so we offer 90 minutes of paid wellness time per week as well as a \$250 stipend/year for wellness activity expenses.

Umbrella provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics

**To Apply:**

Please send a resume and cover letter to Henekis Stoddard at [Henekis@umbrellanek.org](mailto:Henekis@umbrellanek.org) by 3/26/26. No phone calls please.