

**CROWDER COLLEGE
POSITION DESCRIPTION**

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| Status: FT, 12 months | Title | COUNSELOR |
| Revised: July 5, 2016 | Department | STUDENT AFFAIRS |
| Level: Professional | IPEDS | OTHER PROFESSIONAL |
| FLSA: Exempt | Reports to | VICE PRESIDENT OF STUDENT AFFAIRS |

POSITION SUMMARY

The primary responsibility of the counselor is to provide short term, professional counseling to students in distress. The counselor will provide appropriate student assessment, interventions, and make referrals to community resources. The counselor will promote mental health awareness, conduct trainings, act as a member of the behavior intervention and threat assessment teams, and assist staff and faculty who encounter students in distress.

MAJOR FUNCTIONS

1. Conducts intakes, assessments, and provides short-term, individual and group counseling and case management to students in distress at all Crowder locations.
2. Provide counseling, intervention, and mediation for student code of conduct issues, formal and informal conflict resolution, and crisis services to students.
3. Maintains up-to-date files on students including assessment records, case note and consent forms.
4. Refers students in need of long-term counseling to appropriate community resources.
5. Creates, promotes and evaluates, per federal regulations, mental health awareness, alcohol and drug abuse prevention, sex assault prevention, and bystander intervention within the college community.
6. Designs and collaborates with staff to present workshops on a wide range of counseling and mental health topics such as PTSD, depression, anxiety and stress, disruptive and/or aggressive behavior, suicidal ideation, and work/life/academic balance.
7. Consults with staff and faculty concerning student needs.
8. Documents, records, and compiles data and submits reports on services provided.
9. Provides crisis intervention and helps in emergencies within the college community
10. Participates as a member of the Behavior Intervention and Threat Assessment Teams.
11. Supports retention efforts by supporting those who need early intervention.
12. Develops and maintains a mental health network in the community and acts as a liaison between health and mental health treatment programs and agencies.
13. Engage in ongoing professional development and outreach activities.

14. Serves as a Title IX investigator and student advocate who also maintains understanding of Title IX, Violence Against Women Act (VAWA) and Clery requirements.
15. Performs other duties as assigned by the Vice President of Student Affairs.

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| KNOWLEDGE AND CRITICAL SKILLS/EXPERTISE |
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1. Master's in social work, counseling, or related field from an accredited college or university, required.
2. Licensed Clinical Social Worker (LCSW) or Licensed Professional Counselor (LPC) or be license-eligible in the state of Missouri. Must maintain continuing education requirements for license renewal.
3. Experience in counseling young adults and adults.
4. Experience in assessment and case management involving PTSD, depression, anxiety and stress, disruptive and/or aggressive behavior, suicidal ideation, etc.
5. Experience with alcohol and drug abuse prevention, sex assault prevention, and bystander intervention, preferred.
6. Two (2) years of counseling in a postsecondary institution and academic advising skills, preferred.
7. Current knowledge of behavior intervention and threat assessment, preferred.
8. Ability to communicate effectively and relate to a diverse student body, college staff, and other members of the college community.
9. Information Technology Abilities required:
 - Ability to operate personal computer using the Windows environment.
 - Ability to operate a personal computer within the Crowder College Network environment using the currently available Microsoft Windows operating system.
 - Ability to use E-mail and associated calendaring/scheduling applications.
 - Ability to perform basic word processing using MS Word.
 - Ability to perform basic spreadsheet functions using MS Excel.
 - Ability to use other computer programs as needed

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| POSITIONS SUPERVISED |
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None

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| WORKING CONDITIONS |
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1. Generally indoors in a normal office environment with minimal exposure to temperature changes, noise, dust or chemicals.
2. Normal college working hours but adjustment of hours involving evening and/or weekend work is required from time to time. Travel for professional development and services to students, at all Crowder locations, is expected.
3. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

4. A neat appearance and appropriate businesslike apparel are required.

PHYSICAL DEMANDS

1. Generally sedentary work involving sitting most of the time but will involve outdoor mobility within the campus and various sites (even in inclement weather) engaging in physical activities such as walking (sometimes long distances) when helping with student activities.
2. Input, access and distribute information using computers.
3. While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle or feel; reach with hands and arms' stoop, kneel, or crouch; and talk or hear. Specific vision abilities required by this job include close vision.

CREATIVE AND ANALYTICAL SKILLS

1. Interviewing and observation skills that identify problems with a proven ability to devise and implement appropriate remediation
2. High degree of collaborative, mentoring/coaching skills, strategic thinking, crisis management coordination, and an understanding of student emotional health issues.
3. Ability to define problems, collect data, establish facts, and draw valid conclusions.
4. Ability to devise or modify methods or processes to solve specific problems.

LANGUAGE/COMMUNICATIONS SKILLS

1. Ability to communicate effectively both orally and in writing. Excellent interpersonal skills with a proven ability to relate to students, faculty, staff, administrators and the community.
2. Ability to read, write, speak and understand English.
3. Effective telephone communication skills, including the ability to provide information verbally and with a friendly demeanor.