**P O S I T I O N D E S C R I P T I O N**

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| Department: Campus Health & Wellbeing – Counseling & Psychological Services |  |
| Classification Title: Counselor |  |
| Working Title: Clinical Counselor (12 months) |  |
| FLSA Status: [ ]  Non-Exempt [x]  Exempt |  |
| Incumbent: |  |

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| **Position Summary** |

The purpose of Campus Health & Wellbeing is to help students achieve and maintain academic success and lifelong health and wellbeing by providing timely and appropriate primary and acute health care, disease and injury prevention education, professional mental health, outreach, educational services and campus consultations. Counseling & Psychological Services (CAPS) provides a variety of culturally responsive services to help enrolled students understand themselves, enjoy satisfying relationships, achieve academic success, and make effective life choices. CAPS promotes the development of holistic student emotional health and serves the campus through advocacy and the provision of confidential, accessible services. Additionally, CAPS provides outreach, educational services, and campus consultations.

Reporting to the Director of Counseling & Psychological Services, this position is to meet this mission through the provision of individual, couples, and group counseling, crisis intervention, outreach, consultation, and prevention education as a member of the CAPS team within Campus Health & Wellbeing. The position requires considerable crisis intervention and work with serious presenting concerns as well as the ability to conceptualize cases and provide diagnoses within sociocultural context. Clinicians with specialization and expertise in working with historically marginalized students are strongly encouraged to apply.

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| **Duties and Responsibilities** |

The following examples illustrate typical work activities and are not meant to be all inclusive or restrictive:

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| ESSENTIAL JOB FUNCTIONS | **Daily 80-85%** |
| **Clinical or Direct Service** **Individual, Couples, and Group Counseling*** Provide brief individual, couples, and group psychotherapy to students on personal, psychological, educational, and/or developmental issues in accordance with EO1053;
* Assist the client in identifying presenting problem(s), establishing treatment goals, and working toward emotional health and wellbeing;
* Provide crisis screening and intervention;
* Determine if referrals are needed and assist client in referral process;
* Consult with appropriate personnel as needed;
* Develop and lead psychotherapy group(s) and workshop(s);
* Responsible for case management to include an analysis and synthesis of psychological data concerning clients; and
* Maintain ethical and timely documentation of all clinical work in electronic record keeping system.
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| **Campus Outreach and Consultation:*** Prepare and present mental health outreach and/or trainings to campus departments and offices;
* Contribute to CAPS departmental program planning;
* Respond to campus crises; and
* Serve as liaison as assigned

OTHER JOB FUNCTIONS  | **As Needed 20-15%** |

* Actively participate in CAPS case conferences, trainings, and staff meetings;
* Attend other Campus Health & Wellbeing or campus meetings as assigned;
* Perform other job-related duties and special projects as assigned; and
* As assigned and if licensed, supervise and assist in training of unlicensed clinicians.

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| **Required Education, Experience, and Credentials** |

EDUCATION AND EXPERIENCE:

* Possession of a Master’s degree in appropriate field and current licensure or eligible for licensure to practice in the State of California as an LPCC, LCSW or LMFT with a minimum of 2 years of clinical experience post-degree (in any state or province).

OR

* Possession of doctoral degree in Clinical or Counseling Psychology and current licensure or eligible for licensure (i.e., successfully completed all supervised professional experience) as a psychologist in the State of California.

(Note that hiring level will be commensurate with the qualifications and experience of the candidate.)

LICENSES, CERTIFICATES, DEGREES, CREDENTIALS:

* All counselors must be licensed in California within two years of initial appointment.
* Preferred: Current California psychologist, LPCC, LCSW, or LMFT license that is free of active disciplinary action.

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| **Required Skills, Knowledge, and Abilities** |

* Demonstrated competence with diversity and intersectionality, and ability to address the mental health needs of historically marginalized populations.
* Demonstrated knowledge of FERPA, HIPAA, and the California Medical Information Act as it relates to the provision of psychotherapy in a university counseling center and confidentiality.
* Demonstrated ability to speak publicly, provide training to, and consult with the campus community regarding mental health topics.
* Demonstrated experience providing brief individual and group psychotherapy to late adolescent and young adult populations including DSM diagnosis.
* Demonstrated ability to effectively manage clinical crisis situations, including hospitalizations.
* Ability to provide consultation regarding mental health to faculty, staff, parents, partners and friends of students.
* Ability to initiate, establish, and foster communication and teamwork by maintaining a positive, cooperative, productive work atmosphere with the ability to establish and maintain effective working relationships within a diverse population and with those from various cultural backgrounds.
* Excellent communication skills including the ability to effectively communicate information in a clear and understandable manner, both verbally and in writing.
* Thorough knowledge of English grammar, spelling and punctuation.
* Excellent organizational and time management skills with the ability to set own priorities to coordinate multiple assignments with fluctuating and time-sensitive deadlines.
* Excellent computer skills and proficiency with a variety of computer applications including word-processing, spreadsheets, electronic health record systems, as well as online calendaring and email.

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| **Preferred Skills and Experience** |

* Experience in providing outreach and psychotherapy to historically marginalized populations.
* Ability to provide clinical services in a language other than English.
* Experience in integrated health and counseling settings, including experience in integrated primary care behavioral health.
* Graduation from an APA Accredited/BBS-approved graduate training program.
* Training and experience in college counseling center.
* Experience working with electronic system for scheduling and casenotes.

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| **Special Conditions** |

* Must be able to respond to campus situations calling for CAPS presence (i.e. campus crises, student death, etc.) after normal business hours, or on weekends. Occasional holiday work and adjustment to normal working hours to meet special jobs may be required.
* Must be able to successfully pass a pre-employment background/fingerprint check.
* This position classification has been defined as "Exempt" and is not subject to the overtime provisions of the Fair Labor Standards Act (FLSA).
* The person holding this position is considered a 'mandated reporter' under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

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| **INCUMBENT:** I have read this position description and understand its contents. |
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| INCUMBENT NAME | SIGNATURE | DATE |

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| **SUPERVISOR:** I certify that all statements on this form are complete and accurate. |
| Andrea Lawson, LCSWDirector of Counseling & Psychological Services |  |  |  |
| Immediate Supervisor name and title | Signature | Date |
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| **DEPARTMENT HEAD:** I certify that all statements on this form are complete and accurate. |
| TINA HADAWAY-MELLIS, RN, MBAAvp for student affairs, CAMPUS health and wellbeing |
| department HEAD name and title | Signature | Date |
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| **HUMAN RESOURCES USE ONLY** |
| Employee ID#: |  | REQUEST FOR: | CLASSIFICATION INFORMATION |
| Position Number:  |  |  [ ]  Update Review for File | Classification Title:  |  |
| FTE:  |  |  [ ]  Classification Review | Class Code/Range: |  |
| [ ]  Permanent |  |  [ ]  New Position Recruitment | CBID: |  |
| [ ]  Temporary |  |  [ ]  Replacement Recruitment | MPP Job Code:  |  |
| [ ]  COI Position |  |  | Classifier Initials: |  |
| Recruitment Number:  |  |  | Date:  |  |