**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: Early Intervention Specialist (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 a range of clinical services for students with a focus on early intervention and easing access to care as a member of the CAPS team withing Campus Health & Wellbeing. Clinical work will include integrated primary care behavioral health, same-day services, brief assessment, individual, couples and group counseling, crisis intervention, outreach, case management, consultation, and prevention education. The Early Intervention Specialist will serve as a bridge to appropriate clinical care here at CH&W or in the community and will be involved in new student orientation representing CAPS to incoming students. Office location may be split between CAPS, Health Services and/or satellite location(s). The incumbent will be involved in program development, engagement across the units of Campus Health & Wellbeing, and implementation of services. Creative problem solving, flexibility, and program development experience will be essential to the success of this position.

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** **Counseling, Consultation, Crisis Intervention, and Case Management:*** Provide brief individual consultations in a fast-paced primary care environment as a member of the Mental Health Clinician (MHC) Program;
* Provide crisis screening and intervention;
* Consult with appropriate personnel as needed to coordinate treatment, including referrals;
* Coordinate overall plan of care, including acting as a liaison between client and campus personnel as needed;
* Assist clients with referrals, including follow up to ensure they successfully engaged with referral entity, on and off campus;
* Provide brief individual, couples, and/or group psychotherapy to students for a variety of personal, psychological, educational and/or developmental issues;
* Assist the client in identifying their presenting problem, establishing treatment goals, and working toward emotional health and well-being;
* Follow up with clients who are in need of support as an adjunct to services or following hospitalization; and
* Maintain ethical and timely scheduling and documentation of all clinical work in electronic recordkeeping system.
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| **Campus Outreach and Consultation:*** Develop relationships with local referral options (individuals and organizations)
* 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;
* Program development for MHC Program in collaboration with key stakeholders and colleagues;
* 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** |

* Case management experience.
* Health psychology/primary care clinical specialization.
* 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:  |  |