**Job Description**

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| **Job Title:** | Counseling Specialist | **Location:** | Seiter Hall, Room 100 |
| **Department:** | Disability, Health and Counseling | **Reports To:** | Director of Student Disability, Health & Counseling |
| **Division:** | Student Services | **Pay Grade:** | P6 |
| **FLSA Status:** | Exempt |  |  |

**Summary:** This position provides personal, career, and educational counseling for students to help them identify and overcome personal barriers that could interfere with their academic success.

**Essential Duties and Responsibilities:**

This list includes but is not limited to the following:

* Provides assessment, counseling and/or referral for students based on cultural sensitivity and with an understanding of life span development issues.
  + Including, but not limited to, brief therapy modalities, harm reduction models, co-occurring disorders, alcohol and drug assessments, self-injurious behaviors, gender identity, and anger management, developmental and relationship issues.
  + Provides suicide risk assessment, crisis response and intervention individually and as part of the treatment team and Crisis Recovery Unit.
* Provides outreach to students through a variety of practices to include developing programs and approaches that work to increase college student mental health awareness through prevention, awareness, education and stigma reduction.
* Responsible for community organization efforts to expand and enhance college student counseling services both in the college and community setting. Responsibilities may include community outreach and coordination in order to establish referral and service alliances that benefit students.
* Provides case management services to students to ensure continuity of care.
* Follows the counseling code of ethics and standards of practice and maintains counseling records and reports, including competency with providing differential diagnosis and use of DSM.
* Actively participates in departmental team meetings, consultations and referrals.
* Prepares and provides workshops, trainings and classes to campus groups including the residence hall and athletics.
* Participates in appropriate campus committees, organizations and groups.
* Researches and implements evidence-based mental health awareness trainings for campus community, with supervisor approval and as funding allows.
* Uses computer skills to access student records, complete daily tasks, communicate, create written records and reports, and perform research using the internet.
* Participates in activities to promote and market counseling services to the campus community.
* Serves the NIC community as a referral agent, assisting students to accurately define their needs and then identify and connect with College and community resources to meet those needs.
* Maintains a positive, helpful, constructive attitude and work relationship with supervisor, college staff, students, and the community.

**Marginal duties:**

* Performs other duties as assigned.

**REQUIRED MINIMUM QUALIFICATIONS**

The following requirements represent the minimum qualifications necessary for an individual to satisfactorily perform each essential duty and be successful in the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the duties.

**Education and Experience:**

Master's degree in Counseling or Social Work is required. Must hold a current and unrestricted license or be eligible for LPC or LMSW in State of Idaho: LCPC or LCSW is preferred. A minimum of two years full-time related experience, including experience with assessment and management of mental health issues for adults and adolescents is required. Experience with drug and alcohol assessments, suicide risk assessments and crisis response preferred.

**Knowledge, Skills and Abilities**

* Strong crisis intervention skills
* Strong knowledge of mental health assessment and treatment, suicide risk assessment, as well as addiction issues
* Strong written and verbal communication skills
* Ability to conduct effective training and presentations, in both one-on-one and group settings
* Proficient skills using Microsoft Office applications
* Ability to operate standard office equipment including phone, fax, copier

**Physical Demands and Work Environment**

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical requirements and environment are typical of those in a general office setting. This job involves regular sitting, standing, walking, typing, moving, lifting objects up to 10 pounds and exposure to office lighting. A wide variety of standard office equipment is continually used, including phone, copier, printer and computer.

June 2024

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