



# POSITION DESCRIPTION

## TITLE: MENTAL HEALTH COUNSELOR

<b>FLSA STATUS:</b> Exempt, 1.0 FTE	<b>SALARY BAND LEVEL:</b> D
<b>LOCATION:</b> Rhodes Hall and Beavercreek campus	<b>UNIT:</b> Student Affairs
<b>SHIFT:</b> Flexible including evening and weekends	<b>DEPT:</b> Student Support Services
<b>INCUMBENT:</b>	<b>EMPLOYEE SIGNATURE:</b> Date
<b>REPORTS TO:</b> Counseling Services Coordinator	<b>PREPARED BY &amp; DATE:</b> August 2021
Reviewed/Revised By:	
Reviewed/Revised By:	
Reviewed/Revised By:	

### I. POSITION PURPOSE – *List brief summary of position*

The Mental Health Counselor will provide short-term counseling and crisis intervention to students at all Clark State locations, while dedicating a significant amount of time to serving students at the Greene County locations. The Mental Health Counselor will also provide short-term case management when needed, to ensure follow-through with recommended referrals for supportive services on campus and in the community. This position will assist the Counseling Services Coordinator in coordinating and providing campus awareness activities and trainings related to topics such as intimate partner violence, sexual assault, trauma, mental health, and suicide prevention. The Mental Health Counselor is a position within the Title III Strengthening Institutions Program Grant.

### II. RELATIONSHIPS AND CUSTOMERS – *(In addition to Clark State Faculty, Staff, and Students, this position also interacts with the following external individuals, organizations and agencies)*

Community Agencies/Treatment Centers	Colleges and Universities		
Medical Clinics			

### III. DIMENSIONS – *If this position controls, manages, or has a direct impact on the expenditure of dollars, identify how, the type of budget, and the gross dollar amount involved)*

None

### IV. ESSENTIAL DUTIES AND RESPONSIBILITIES

*Under broad supervision, this position performs the following duties:*

1.	Respond to faculty, staff, and administration requests for an intervention with a student who has demonstrated behavioral concerns or is experiencing emotional difficulties (including a crisis).
2.	Maintain timely and clear documentation.
3.	Provide counseling and crisis intervention for students with a trauma-informed and multi-cultural informed focus.
4.	Participate in student events and provide class presentations to help promote students' use of Counseling Services.

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5.	Provide support and consultation as needed for accessibility services, campus police, academic schools, and related student services.
6.	Assess success/outcomes of the counseling services provided to faculty, staff and students.
7.	Participate in professional development opportunities at the state and local level as appropriate.
8.	Provide presentations, workshops on campus, and training for faculty, staff and students as needed
9.	Provide support for the goal, objectives and positions related to the Title III Strengthening Institutions Program Grant: Trauma Informed Practices
10.	All other duties assigned by supervisor.

**V. SUPERVISORY RESPONSIBILITIES** – *The following position title(s) report to this position. If there are no reporting positions, type “None.”*

- None

**Qualifications** – *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**VI. EDUCATION and/or EXPERIENCE** – *List minimum requirements necessary to perform essential duties and responsibilities, i.e., High School/GED plus 3-5 years related experience or AS Degree preferred.*

- Completion of a Master’s Degree in Counseling or Social Work.
- Licensed as a LISW, LPC, or LPCC.
- 3-5 years’ experience working with at risk youth or adults. Experience helping individuals in crisis is preferred.
- Training in Trauma Informed Care and multicultural issues.

**VII. SKILLS AND ABILITIES** – *List basic skills and abilities necessary to perform essential duties and responsibilities, i.e., computer skills, oral and written skills, interpersonal skills, presentation skills, ability to motivate employees, etc.*

- Must be able to provide effective crisis counseling
- Commitment to multicultural awareness and strong cross-cultural communication skills
- Ability to work effectively with students, staff, faculty and college leaders.
- Ability to identify and solve problems; excellent oral and written communication skills.
- Ability to manage stressful situations. Ability to manage crisis situations.
- Computer proficiency with Micro soft word, excel, Internet, e-mail, and presentation software.
- Must be able to exercise initiative and independent judgment in performance of assignment duties

**VIII. CERTIFICATES, LICENSES, REGISTRATIONS** – *List minimum requirements necessary to perform essential duties and responsibilities, i.e., Certified Novell Administrator (CNA), Certified NetWare Engineer (CNE), Professional Human Resources (PHR), Certified Public Accountant (CPA), Notary Public, Ability to be Bonded, etc.*

- Current State of Ohio Licensed Professional Counselor (LPC), Licensed Professional Clinical Counselor (LPCC), or Licensed Independent Social Worker (LISW).

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### **IX. LANGUAGE SKILLS** – *(To be completed by HR)*

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or government regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from managers, faculty, and students.

### **X. REASONING ABILITY** – *(To be completed by HR)*

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**XI. PHYSICAL DEMANDS** – *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job, i.e., ability to lift up to 75 pounds, etc. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. (To be completed by HR).*

While performing the duties of this job, the employee is regularly required to sit; use hands to touch, handle, or feel; reach with hands and arms, and talk or hear. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

**XII. WORK ENVIRONMENT** – *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. (To be completed by HR).*

The work is performed in an office-like environment with a average amount of noise. Ocassionally may have to works with loud, disruptive student.