

**SHASTA-TEHAMA-TRINITY COMMUNITY COLLEGE DISTRICT
JOB DESCRIPTION**

**PSYCHOLOGICAL COUNSELOR
(FULL-TIME NON-INSTRUCTIONAL FACULTY)**

General Responsibilities

Under administrative leadership and general guidance of the Coordinator of Student Health and Wellness Services, the Psychological Counselor's primary function is to provide short-term, brief, solution-focused counseling services for students, with the goal of maximizing success in the college setting. The Counselor also serves as a college resource on issues of mental health, participates in forums, serves on committees or other college bodies, and acts as the College representative in the local mental health community, and, in turn, as a referral resource to that community. The counselor provides services to students through self referral, or through referral by academic counseling or instructional faculty or staff. The Psychological Counselor may provide group, classroom and community health programs in mental health promotion and illness prevention for the entire Shasta College community as needed. Counseling services within the Student Health and Wellness office are targeted to help students cope with stressors that are affecting their academic, career, or personal goals. The Psychological Counselor assists in furthering the educational growth of students and supports advancement of the vision, mission, and values of the community college district.

Specific Responsibilities

Examples of duties include, but not limited to, the following:

- Provides short-term personal counseling and advisement to Shasta College students through direct contact individually, as couples, in groups, and through screenings.
- Assesses the psychological needs of students and develops an appropriate plan of intervention.
- Deals effectively and rapidly with students in psychological crisis and acts as a consultant to instructional faculty and staff when they are confronted with such crises.
- Educates students and staff about the maintenance of psychological health and the minimization of emotional stress.
- Assists college faculty and staff with non-crisis related student issues when behaviors present that disrupt the classroom functioning or indicate the student is psychologically impacted.
- Provides brief, solution-focused psychological services to students, in which the student is assisted in problem resolution, crisis intervention, assessment, planning, and implementation of his/her immediate and long-term clinical goals.
- Acts as a professional liaison between Shasta College and the community.
- Works collaboratively with the Coordinator/College Nurse and the Health Technician in the Student Health and Wellness Office.
- Assists with planning student health programs to respond to identified needs; assists in the implementation of new need-based programs, and monitoring of existing programs for effectiveness, applicability and safety through ongoing quality improvement and program review activities.
- Assists the Physician with contract services.

- Follows professional protocols for Psychological Counselors as stipulated by the California Board of Behavioral Health.
- Serves on the District's Behavior Intervention Resource Team (B.I.R.T.) to develop, facilitate, and evaluate intervention programs and health promotion, as well as to problem solve disruptive student issues.
- Serves on college committees as appropriate.
- Maintains up-to-date knowledge as it relates to clinical counseling and the role of psychological counselors in the California Community College system.
- Insures confidentiality is maintained as stated by law; maintains complete, confidential mental health records for the Student Health and Wellness office.
- Serves as supervisor of associate clinical social worker (ASW)/marriage and family therapist (MFT) interns or pre-practicum students in clinical therapy, both in individual and group sessions.
- Serves as a resource and primary liaison for the college community on issues of mental health promotion and advocacy, which may include committee membership, or staff and faculty presentations.
- Performs related duties as required or assigned.

Additional Responsibilities

- Sets and maintains regularly scheduled hours of operation and attends meetings as required.
- Keeps official records required by District policy and administrative procedures and submits them in accordance with college procedures.
- Abides by departmental regulations concerning the proper use, care and security of college equipment and District property.
- Advises administration of unsafe conditions or potential hazards and recommend solutions.
- Participates in advisory committee meetings as required.
- Consults with management on personnel needs; assists with position announcements, recruitment and screening/interviewing committees.
- Participates in the evaluation of regular faculty and adjunct faculty as assigned; participates in tenure review and/or mentoring processes as assigned.
- Assists with program review efforts.

Education/Experience

Required Education from a U.S. Department of Education recognized accredited organization and Licensure Qualifications:

Education:

Master's Degree in counseling, rehabilitation counseling, clinical psychology, counseling psychology, guidance counseling, education counseling, social work, or career development; OR the equivalent; OR possession of a California Community College counselor credential.

Experience:

- Clinical counseling experience and demonstrated ability to perform the duties effectively as described above.
- Successful experience supporting students of diverse academic, ethnic, socioeconomic, and cultural backgrounds, including students with disabilities.
- Maintain membership and contribute to professional organizations and/or community service.

Ability to:

- Communicate effectively orally, in writing, and through electronic medium
- Work cooperatively with administrators, faculty, staff, and the community, including physicians and the available referral sources.
- Work effectively with high-risk, under-prepared and special needs students.
- Work with designated computer programs and systems; maintain accurate records.
- Understand and work within the mission and philosophy of the California Community College system.

Commitment to:

- Participate in required professional development activities.
- Develop professional skills and up-to-date subject matter knowledge.
- Attend/participate in professional conferences, seminars or meetings.
- Participate in presenting staff development programs as needed.
- Participate in institutional research activities and grants as needed.

Knowledge of:

- Clinical counseling methods.
- Mental health promotion and advocacy techniques.
- Strategies and methods to enhance psychological health of students.
- Appropriate intervention techniques.

Discipline Specific Requirements/Licensure

- Current California licensure as a Psychologist, Marriage and Family Therapist, or Clinical Social Worker. License to be displayed in the college workplace.
- Malpractice insurance.
- Clinical experience with individuals, couples, and groups, preferably in a college setting.
- Demonstrated effective crisis intervention skills.
- Eligibility to supervise associate clinical social worker (ASW)/marriage and family therapist (MFT) counselor interns and trainees (at least two years counseling experience in the previous 5 years, and a minimum of 6 hours of supervision training or coursework every two years).

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