

COLUMBUS STATE

COUNSELING SERVICES

Requisition ID: req2324
Job Title: Counselor- Counseling Services
Department: Counseling Services
Location: Columbus Campus
Employment Type: Externally Funded
Employment Status: Externally Funded

Bargaining Unit: Non-Bargaining Unit
FLSA Status: Exempt
Compensation Type: Annual
Compensation: \$48,375
Schedule: M-Th 8am-5pm; Fridays 8am-430pm.

Job Description:

To perform this job successfully, an individual must be able to satisfactorily perform each essential duty listed below. Reasonable accommodations will be made for persons with disabilities, covered by the Americans with Disabilities Act, in accordance with its requirements.

Duties are numbered for convenience, and do not indicate order in terms of importance, frequency that the duty is performed, or the amount of time spent on the duty.

- 1) Engages in personal counseling sessions with students to provide mental health counseling, alcohol and other drug counseling, or alcohol and other drug prevention. Conducts clinical assessments to identify needs and implements appropriate treatment plan interventions to help students in meeting their academic and personal goals.
- 2) Provides crisis intervention services for students experiencing mental health and or chemical dependency emergencies. Completes initial intake assessment, implements appropriate treatment plan interventions and makes referrals to community resources as needed. Works with campus departments for purposes of crisis situation stabilization.
- 3) Coordinates with campus police regarding difficult student issues and referrals.
- 4) Consults with staff, faculty and administration regarding student behavior and performance issues. Provides direction for problem resolution and identifying resources.
- 5) Serves as an alternate member on the Behavioral Intervention Team (BIT) and other related activities.
- 6) Assists students experiencing academic difficulty (academic warning, probation, and dismissal) to develop a plan of action to promote academic success, and conducts appropriate counseling interventions.
- 7) Provides case management coordination and community referrals.
- 8) Completes and maintains intake forms, client rights form, release of information form, case notes, clinical notes, treatment plans and maintains confidentiality of these and other student records to document counseling services provided.
- 9) Consults with Disability Services for determining of accommodations, advocacy and referrals.
- 10) Increases student skill and knowledge base. Develops and conducts workshops for students in the campus community on academic, emotional, psychological, social, and behavioral problems, study skills, time management, campus resources and other related topics using a variety of delivery formats. Provides psycho-education to students and campus community.
- 11) Provides awareness of counseling issues to students, faculty, staff and administration in coordination with special events and in-class presentations. Develops and conducts student support groups and workshops on topics such as depression, anxiety, trauma, grief and loss, healthy relationships, personal boundaries, study skills, stress and time management, test anxiety, campus resources and other related topics using a variety of delivery formats.
- 12) Creates and maintains professional relationships with service providers in the community for ease of referrals, collaborations, recruitment and public relations. Conducts workshops for social service and treatment organizations as needed.

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- 13) Documents, tracks, and analyzes service delivery statistics of mental health, and chemical dependency counseling.
- 14) Works assigned schedule, exhibits regular and predictable attendance and works overtime as required to meet workload demands.
- 15) Performs other related duties as required.

Usual Physical Demands: The incumbent of this position typically exhibits the physical demands identified in the Functional Job Analysis on file in the College's Human Resources Department and which is periodically reviewed and updated. Physical demands listed in the Functional Job Analysis are not job qualification standards, but are used to help the College assess and determine reasonable accommodations for otherwise qualified individuals covered by the American's with Disabilities Act.

While performing the duties of this job, the employee occasionally stands and walks and frequently sits. The employee frequently converses verbally with others in person and on the phone and regularly uses close vision while operating the computer. The employee occasionally lifts or exerts force on items up to 10 pounds.

Working Conditions: Normal office working conditions.

Knowledge, Skills and Abilities: Knowledge of: counseling and the importance of a healthy therapeutic relationship, social work, academic and life counseling practices; developmental theories of life span and adaptation; diagnostic classification; substance abuse disorders, referral resources; psychological theories of personality development; psychotherapy theory and practice; crisis intervention. Skill in: academic and life counseling; assessment, diagnosis and treatment of mental and chemical dependency disorders; encouraging and supporting students in resolving academic and life problems; listening; maintaining timely documentation and records; operation of job-related equipment and other equipment; application of job related computer software. Ability to: assess and identify student academic interests and needs; maintain confidential and sensitive information; develop and maintain effective working relationships with coworkers, supervisors, students, general public, and other job contacts; effectively work with and counsel persons of varying cultures and diversity.

Minimum Qualifications:

Master's Degree in Counseling, Social Work, Psychology or a closely related field of study and at least five years' progressively responsible and related experience. Verifiable Counseling, Social Work or Psychology License in the State of Ohio. State Motor Vehicle Operator's License or demonstrable ability to gain access to work site(s).

Preferred Qualifications: College counseling experience; three years' clinical experience with chemical dependency/substance abuse disorders (while independently licensed); Experience providing bilingual clinical mental health services.

Additional Information: Cover letter and professional resume/vitae must be provided. If applicable, cover letters should address applicant's college counseling experience, clinical experience and/or clinical experience with chemical dependency/substance abuse disorders.