



## Administrator Position Description

<b>Human Resource Office Use Only</b>			
<b>Approved Job Family</b>		<b>Effective Date</b>	
<b>Overtime Eligible</b> YES  NO		<b>FLSA Test Date</b>	
<b>Employee</b>		<b>Supervisor</b> Gaylyn Maurer	
<b>Department</b> Student Health	<b>Working Title</b> Counselor	<b>HRIS Position Number</b> H99580	<b>Supervisor Title</b> Administrative Director of Student Health Center
<b>Complete contract dates only if other than a 12 month position</b>			
<b>Annual Contract Begin Date</b> September 1		<b>Annual Contract End Date</b> June 30	

### A. POSITION SUMMARY

**Briefly describe the role of the position within the department and college.**

The counselor provides personal, academic, career and crisis counseling to students, primarily within a one-to-one setting. The counselor provides consultation and outreach programming to students, faculty and staff. The counselor advocates for student needs when appropriate. The counselor provides student education and programming on mental health and career topics when appropriate. The counselor assigns DSM diagnoses when appropriate, and refers for medication or medical care when necessary.

### B. REQUIRED DEGREES, LICENSES, CERTIFICATES, CREDENTIALS

**1. Minimum education level required and the number of years of relevant experience required for the duties of this position.**

Master's degree in counseling, psychology, marriage and family therapy, social work, or closely related mental health field required.

Minimum of three years experience in counseling or mental health setting required. Experience facilitating individual counseling with clients is required.

**2. List any licenses, certificates, degrees or credentials required by Federal or State Law or college requirements to perform the duties assigned to this position.**

Licensed or license-eligible as professional counselor, social worker, or marriage and family therapist required. Candidates needing post degree supervision for licensure may obtain this supervision during the course of their employment.

### C. SUPERVISORY RESPONSIBILITY

Positions Supervised	Direct Supervision		Indirect Supervision	
	Number of Employees	FTE	Number of Employees	FTE

1.Faculty	0	0	0	0
2.Classified Staff	0	0	0	0
3.Unclassified Staff	0	0	0	0
4.Students / Others	0	0	0	0

**Coordinating Responsibility**

**D. ORGANIZATIONAL RELATIONSHIPS**

**1. Degree of Direction Received: (e.g., close supervision, moderately high level of supervision, moderate supervision, minimal supervision)**

The counselor functions with great autonomy in providing counseling, consultation and outreach services to students. The Counselor will receive regular, as indicated, clinical supervision/consultant from the consulting psychiatrist and administrative supervision from the Director of the Integrated Student Health Center(ISHC).

**2. Decision-making Authority: Extent of authority for making decisions, recommendations, and commitments that would obligate**

**a)own time and resources**

The counselor is responsible for allocating his/her own time and resources to a caseload of student clients and to other projects, in accordance with the time contract established each term with the Director of ISHC.

**b)departmental resources**

The counselor is not responsible for making decisions that would allocate departmental resources.

**c)institutional resources**

The counselor is not responsible for making decisions that would allocate insitutional resources.

**What kinds of decisions will the incumbent be expected to make?**

The counselor is expected to make clinical assessment, treatment, and referral decisions independently regarding his/her caseload of student clients. Clinical consultation is available to the counselor in making these decisions, but not all decisions are reviewed. Therefore, the counselor is expected to decide when consultation, education and/or supervision are necessary. Because the decisions of the counselor may involve suicidal students (and occasionally students with homicidal thinking), the counselor regularly makes decisions which have the potential to save a human life (or cost a life, putting the college at significant legal risk). The counselor will need to be able to make DSM diagnoses and understand the basics of psychopharmacology and when to refer for medication evaluation. The counselor will need to be clear about his/her boundaries with clients and for keeping confidentiality; and also will need to know what duties they cannot perform.

**3. Budget Authority: Indicate the level of responsibility of the incumbent for development, direction and control of budget. Indicate size of budget.**

	Delegated authority to develop and monitor*	\$
	Develops, monitors* and controls*	\$
	Limited approval authority for purchase	\$
	Purchase only with higher level OK	\$

\*To monitor means to review and approve expenses. Control means to authorize budget transfers at department level.

## E. PURPOSE AND NATURE OF WORK RELATIONSHIPS

<b>PERSON(S)/POSITION/ AGENCY</b> (e.g., student, staff, faculty, general public, Board of Trustees)	<b>PURPOSE</b> (e.g., giving or securing information, explaining policies or operations, solving problems, etc.)	<b>HOW OFTEN</b>
Students	Counsels regarding academic/career/personal matters.	Daily
Faculty and staff	Provides consultation re: students and mental health related issues.	Weekly
Students/Faculty/Staff	Provides educational programs and outreach presentations.	monthly
Student Affairs staff and staff at off campus mental health agencies	Consults regarding assessment, treatment and referral of students.	Weekly

## F. JOB FUNCTIONS

<b>REFERENCE ID</b>	<b>JOB FUNCTIONS</b>	<b>FREQUENCY</b>	<b>ANNUAL PERCENT OF TIME</b>
1	Provide counseling related assessment services related to developing effective treatment plans and making appropriate referrals of student clients; serve as an advocate and as a liaison in the referral of students to on and off campus resources.	Daily	10
2	Provide academic counseling focusing primarily on the psychological issues involved in academic success. Provide limited counseling in relation to study skill development. Provide career counseling for students to supplement other career exploration programs.	Daily	20
3	Provide personal counseling services via individual, group, and/or marital/couples formats. Personal counseling services include crisis intervention, psychotherapeutic, situational, relational and developmental counseling.	Daily	25
4	Maintain appropriate documentation (e.g., clinical notes) for all services.	Daily	7
5	Provide psychological consultation services for students, faculty, and staff related to psychological issues. For example, the counselor responds to calls from faculty, staff, students and parents who are concerned about students at risk or students failing academically.	Weekly	5
6	Outreach services: Collaborate on and provide departmental programming related to student development and mental health issues, and provide informational, awareness and training sessions to the campus community.	Weekly	20

7	Administrative support: Provide assistance to the Director and the Senior Counselor/Psychologist in the development and administration of the counseling services programs; attend weekly staff meetings; attend regularly scheduled meetings with Student Health Staff.	Weekly	5
8	Participate in regular supervision or consultation regarding cases; obtain appropriate continuing education to maintain and develop professional skills; maintain knowledge of ethical and legal standards of care; provide all services in keeping with these standards.	Weekly	8

## G. SKILLS KNOWLEDGE AND ABILITIES

Describe the skills, knowledge, and abilities which are essential for successful performance of this position. List them in descending order of importance.

Next, indicate the function(s) for which each skill, knowledge and ability is required.

JOB FUNCTION REFERENCE	SKILLS, KNOWLEDGE AND ABILITIES
1	Ability to assess counseling client needs.
1	Ability to establish effective treatment plans.
2,3	Ability to provide effective personal, academic, career and crisis counseling.
1,2,3	Knowledge of counseling theories and techniques.
5	Ability to provide effective consultation to faculty and staff.
8	Knowledge of ethical codes and related legal statutes.
6	Ability to provide effective outreach programs to students, faculty and staff.
1-8	Ability to communicate effectively through writing and speaking.
2	Knowledge of academic and financial aid policies related to OIT students.
1-3	Knowledge of OIT's student support services.
1-3	Ability to work effectively with diverse students (e.g. of varying ethnicities, race, gender, sexual orientation, disability, etc.)
6,7	Ability to work effectively in teams.
1,2,3	Knowledge of limits of competence as it relates to ability to provide counseling services.
1-3, 5,6	Knowledge of mental health issues affecting college students.
8	Ability to seek out consultation when needed to improve clinical services and integrate feedback from consultation into services.
4	Proficiency with word processing software.

## H. PHYSICAL CHARACTERISTICS/WORK ENVIRONMENT

Only when applicable, please describe the physical characteristics or adverse/hazardous conditions of the essential job functions to be performed.

JOB FUNCTION REFERENCE	PHYSICAL CHARACTERISTICS

## **I. ADDITIONAL JOB-RELATED INFORMATION**

**Please include information on creativity or innovation required for successful completion of job responsibilities and any other comments that would add to an understanding of this position.**

This position works full time September 1 through June 30. Ability to build and maintain positive therapeutic relationships with clients is a must. This position is expected to provide outreach services in addition to primary therapeutic role. Outreach activities may include: classroom presentations, faculty/staff training, stress management programs and other outreach activities as indicated.

This position will work in an integrated environment wherein the ability to work closely with medical staff is required. The counselor is responsible for working in a safe manner, compliant with safety regulations, maintaining ethical guidelines and professional boundaries.