

Sul Ross State University

Position Description

Official Title: Counselor/Accessibility Services Coordinator

Job Code: 3616

Salary Group: Unclassified

Summary

Function: Therapeutic counseling, prevention services, mental health awareness, coordination of Accessibility Services

Scope: Responsibilities may vary from routine counseling services and related activities to crisis intervention and related counseling; mental health awareness presentations, workshops, and screenings; consultation with faculty and staff; referrals to off campus mental health providers. Responsible for all aspects of the accessibility services program.

Duties

Essential: Provides individual and group therapeutic counseling to students in personal/social, academic and career areas; case management related to the above counseling, including planning, evaluation and recording of each counseling session; consults with faculty and staff regarding personal and/or work-related issues; submits monthly reports of counseling activity; reads and studies in areas of relevance to counseling and attends trainings to keep license current; program planning, staffing, and evaluation with other departmental professional counseling staff. Coordinates all aspects of a university accessibility services program. Administrative duties and other duties as assigned. Responsible for personal safety and the safety of others; must exercise due caution and practice safe work habits at all times.

Non-Essential: Presents seminars, workshops, and screenings on mental health awareness and issues to students, staff, and faculty, and various groups- including orientation sessions, classroom presentations, and residential living staff; assists in planning, coordinating and evaluating various activities- including orientation, mental health awareness, sexual assault awareness, and substance abuse awareness; attends workshops, training sessions, and conferences on subjects related to responsibilities; consults with faculty and staff on certain disciplinary, substance abuse and other concerns related to students; performs other duties as assigned.

Supervision

Received: Close to moderate supervision on new or unusual assignment; minimum supervision on routine tasks.

Given: May supervise student employees or interns.

Education

Required: Master's degree in Counseling, Psychology, Social Work or related mental health field; credentials sufficient to obtain LPC in Texas within 6 months.

Preferred: Licensed Professional Counselor in Texas (LPC) or Licensed Clinical Social Worker (LCSW).

Experience

Required: Two or more years in providing direct counseling services to individuals and groups.

Preferred: Two or more years in higher education.

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Equipment and Skills

Required: Demonstrated ability to interact effectively with students of diverse backgrounds, faculty, staff and administrators. Excellent written and oral communication skills and effective public relations skills. Demonstrated leadership skills, experience in teaching, personnel supervision and management. Sensitivity, creativity, energy and an understanding of persons and their interaction.

Preferred: Greater skill levels in above areas.

Working Conditions

Usual: Indoor duties in counseling office; exempt from overtime provisions. Position is Security Sensitive.

Special: Presentations or consultation in other locations on campus, local or nearby communities, on irregular schedule, including some evening and weekend work.

Any qualifications to be considered in lieu of stated minimums, require the prior approval of the Human Resources Director.

Date revised: April 23,2014