

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: MENTAL HEALTH COUNSELOR

BASIC FUNCTION:

Under the direction and leadership of the Dean of Student Activities and Health Services, the Mental Health Counselor provides psychological services and mental health counseling to students; assists students with problem-solving techniques that enable students to deal with their issues and enhance their ability to benefit from college; and provides consultation with college staff regarding students with mental or emotional issues.

REPRESENTATIVE DUTIES:

Plan, direct, and implement the delivery of psychological services to the college community. *E*

Provide psychological services and mental health counseling to students including psychological assessment and brief psychotherapy in support of student academic success and retention. *E*

Provide referrals services to students in need of psychological resource beyond those offered on campus. *E*

Serve as a consultant to faculty, staff, and administration on psychological matters that may influence the student behavior, motivation, and learning process issues including serious mental illness, suicide, domestic violence, stalking, and threats toward others. *E*

Participate as a member of the Crisis Response Team. *E*

Provide crisis intervention to students as needed. *E*

Provide professional development training; distribute resources to staff and faculty. *E*

Develop workshops and programs that enhance students' abilities to benefit from college including anger management, conflict resolution, domestic violence, and communication skills. *E*

Collaborate with student campus community members in designing innovative programs to enhance student success. *E*

Develop, coordinate, and serve as the clinical supervisor for mental health internship program. *E*

Maintain collaborative relationships with local mental health agencies; maintain database of community resources. *E*

Maintain confidential counseling records. *E*

Provide a safe and confidential environment conducive to effective interactions. *E*

Perform related duties and responsibilities as required.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Operations, services, and activities of a student mental health program.

Diverse student populations.

Counseling principles, practices, and techniques.

Applicable policies, procedures, goals, and objectives of a student mental health program.

Mental Health Counselor - Continued

Philosophy and objectives of the California Community College system.
Pertinent federal, state, and local laws, codes, and regulations.
Information and research resources related to areas of assignment.
Effective and appropriate communication skills.
Principles and procedures of record keeping and report preparation.
Modern office procedures, methods, and equipment including computers and applicable software.
English usage, spelling, grammar, and punctuation.
Interpersonal skills using tact, patience, and courtesy.
Oral and written communication skills.

ABILITY TO:

Participate in the activities and services offered in the student Health Services program.
Provide a full range of mental health counseling services to a diverse student population.
Evaluate, treat, and manage acute and serious psychological disorders.
Assist in the development, administration, and implementation of program goals, objectives, and procedures.
Exercise critical and independent judgment.
Maintain accurate and complete records and prepare clear and concise reports.
Interpret and apply applicable federal, state, and District policies, laws, and regulations including to apply legal and ethical standards of licensed mental health professionals.
Work successfully with District faculty, administrators, and staff.
Effectively utilize applicable computer software applications.
Work with and exhibit sensitivity to and understanding of the diverse racial, ethnic, disabled, sexual orientation, and cultural populations of community college students.
Establish collaborative relationship with local mental health agencies.
Supervise of interns or other mental health professionals.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE:

Possession of: a Master's in counseling, rehabilitation counseling, clinical psychology, counseling psychology, guidance counseling, educational counseling, social work, or career development OR the equivalent. NOTE: A license as a Marriage and Family Therapist (MFT) is an alternative qualification for this discipline. AND two years post licensure experience with an approved intern supervisor by CAMFT or AAMFT. Mental health counseling experience, preferably involving experience working with under prepared and at risk students as well as individual with disabilities is desirable.

LICENSE OR CERTIFICATE

Ph.d in Psychology and Psychologist license is desirable.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
Constant interruptions.

PHYSICAL ABILITIES:

Hearing and speaking to exchange information in person or on the telephone and to make presentations.
Seeing to read and verify data and prepare various materials.
Sitting or standing for extended periods of time.

Mental Health Counselor - Continued

Dexterity of hands and fingers to operate office equipment including a computer keyboard and peripheral equipment.

HAZARDS:

Contact with dissatisfied or abusive individuals.

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Johnson & Associates