



JOB DESCRIPTION

JOB TITLE: Academic Counselor and Student Mental Health Team Leader

REPORTS TO: Vice President of Student Affairs and Enrollment

CLASSIFICATION: PSEA Society of the Faculty

FLSA STATUS: Exempt

SUMMARY: The Academic Counselor and Student Mental Health Team Leader provides students with academic, career, and personal counseling services, assistance in course and program planning, and provides support services as needed. The Counselor is responsible for maintaining an environment that is conducive to the personal, social, and intellectual development of the student. Within the administrative organization of the College, the Counselor reports directly to the Vice President of Student Affairs and Enrollment and works with Academic Counselors, Deans, Faculty, and Student Services personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Specifically, the Academic Counselor is responsible for:

1. Academic advising, career counseling, academic counseling, and transfer counseling.
2. Working with academic Deans to keep abreast of program requirements and developments in assigned academic divisions.
3. Establishing and maintaining communications between faculty and students to facilitate student development.
4. Providing statistical data on student retention and information on enrollment, change of major, scheduling problems, transfer, and placement.

The mental health team leader is responsible for:

1. Providing primary intervention, which consists of assessment, mental health literacy, psychoeducation, effective advising, and guidance.

2. Developing, implementing and evaluating crisis intervention protocols, procedures, and serve as a consultant to College administrators on risk reduction and threat assessment for students in crisis. Protocols and policies are established in consultation and in conjunction with the Vice President for Student Affairs and Enrollment (VPSAE).
3. Serve as the primary contact person for emergency consultation involving student psychological issues and problems. The Team Leader is a member of the College's Behavioral Evaluation Team. Work with the members of the College community to ensure a collaborative and integrated institutional assessment and response to emergencies, student crises, critical incidents, and student behavior of concern.
4. Collaborate with the VPSAE and other Counseling, Medical and Title IX personnel to develop, implement and evaluate effective educational programs and outreach activities on the prevention, recognition, and treatment of psychological and behavioral problems, and that promote strengths and capacities to optimize healthy student development.
5. Provide relevant, up-to-date information about resources and services both on- and off-campus; refer persons to campus and community services as appropriate, such as in the areas of psychological services and other social services.

MINIMUM QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills and abilities required to satisfactorily perform the essential duties and responsibilities.

EDUCATION and/or EXPERIENCE: Any combination of education and experience that demonstrates possession of the requisite knowledge, skills and abilities. A typical way to obtain these would be:

Master's Degree in Clinical Psychology, Counseling, Counselor Education or Social Work. Licensed or license-eligible in the State of PA as a professional counselor or clinical social worker preferred.

At least five years professional mental health counseling experience required, with experience in higher education mental health counseling and academic advising preferred.

Must have strong communication, interpersonal and presentation skills.

Strong service orientation and the ability to work collaboratively with students, faculty and staff.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit. The employee frequently is required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand and walk. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. No special vision requirements.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee regularly works in indoor conditions and regularly works near video display. If the employee is required to work in the evenings, on the weekends, or to take a consultation call after-hours, the terms of the current PSEA/SOF contract will be followed. The noise level in the work environment is usually quiet.

Community College of Beaver County is an EEO employer and does not discriminate in its programs, activities, or employment on the basis of race, color, religion, sex, sexual orientation, disability, veteran's status, age, or national origin. Women, Minorities and Veterans are encouraged to apply.

**Academic Counselor and Student Mental Health Team Leader
July 2018**