



CLARK ATLANTA UNIVERSITY Job Description

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| Position Title: | Staff Counselor (10 month Part time position) 25hours |
| Department: | Counseling and Disability Services |
| Reports To: | Director, Counseling & Disability Services |

The following statements are intended to describe the general nature and level of work to be performed and are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. All duties listed are essential functions for the position. It is understood that other related duties may be assigned.

General Function (Description):

A Staff Counselor of the Office of Counseling and Disability Services will provide direct clinical/counseling services, consultation services, and outreach programs to educate CAU students in the areas related to psychological health and well-being. The Staff Counselor will assist in the rotation of counselors to provide direct counseling and after-hours on-call services and support. Counseling services include initial assessments, short and long-term counseling, group interventions, crisis interventions, critical incident debriefings, case management (i.e., referrals to hospitals and external treatment providers, management and maintenance of clinical records and documentation, and the provision of resources) for both CAU graduate and undergraduate students. The Staff Counselor will provide training sessions to professional and student staff across campus, and in particular, throughout Student Services and Campus Life (i.e. - Residence Life and Student Development, New Student Orientation, Student Government Association, etc.) regarding services of Office of Counseling and Disability Services and mental health warning signs; in addition, will provide Counseling and Disability Services outreach presentations to the CAU campus community. The Staff Counselor will also serve as an engaged member of the Student Services and Campus Life team to aid with co-curricular events during key points of the academic year.

Examples of Duties and Responsibilities:

- Provide direct clinical services to individuals, couples and groups in response to the psychological needs of undergraduate and graduate students.
- Develop and implement outreach activities designed to address the psychological, developmental, social needs of all University students.
- Provide consultation services to the various departments on campus.
- Prepare information and assist in publication of the Counseling & Disability Services newsletter.
- Serve on special/ad-hoc committees as requested by the Director, Associate Dean, or Chief Student Affairs Officer.
- Assist in the training/supervision of interns.
- Provide training sessions for other offices/constituencies across campus, including Student Services & Campus Life (i.e. – Residence Life, New Student Orientation, Student Government Association, etc.).
- Develop, coordinate, and implement workshops, seminars and other educational forums on topics relevant to students' needs.
- Prepare and present information relevant to issues of the mental health field and/or campus mental health issues for dissemination to other staff members during staff meetings and other

in-service activities.

- Assist with the updating and maintenance of operating manual and policies and procedures manual for the Office of Counseling and Disability Services.
- Respect and uphold the confidentiality of students utilizing the services of the Office of Counseling & Disability Services.
- Adhere to the confidentiality and ethical guidelines of the American Psychological Association and the State of Georgia.
- Serve in the rotation for after-hours, weekend and holiday on-call services.
- Perform assessment for the hospitalization of students on a voluntary and involuntary basis
- Work with external resources to provide social services referrals to students in need.
- Maintain knowledge and compliance standards related to The Health Insurance Portability and Accountability Act (HIPAA), Privileged Communication, Americans with Disabilities Act of 1990 (as amended), and Section 504 of the Rehabilitation Act of 1973.
- Perform other counseling and administrative duties as assigned by the Director.

Knowledge, Skills and Abilities:

- Clinical licensure plus three to five (3-5) years of direct or related clinical/counseling experience with a comparable mental health setting required, preferably counseling in a higher education setting.
- Experience in managing and rendering counseling services in high acute cases (to include CISM and instituting involuntary hospitalizations when needed).
- Extensive training and experience in mental health, clinical assessment, counseling and psychotherapy.
- Experience with and knowledge of the Americans with Disabilities Act of 1990 (as amended), and Section 504 of the Rehabilitation Act of 1973.
- Pronounced cultural competency and experience working with a diverse population.
- Experience in a higher education environment is desired.

Minimum Hiring Standards:

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| Education | Master's degree and/or Ph.D. preferred, in clinical social work, counseling, counseling psychology, or a related field. Licensure in the State of Georgia is required. |
| Years of Experience | Three to five (3-5) years of direct counseling or clinical experience with a young adult population in higher education. Experience with and knowledgeable of the American with Disabilities Act. Knowledgeable of Titanium software is helpful. Counselors are required to carry Professional Liability Insurance. |
| Years of Management/Supervisor Experience | Not applicable |
| Licensure | Clinical licensure in the State of Georgia as a Licensed Psychologist or Licensed Clinical Social Worker. |