



## **Mental Health Counselor Job Description**

**Job Title:** Mental Health Counselor  
**Job Class:** Professional  
**Department:** Center for Student Success  
**Reports To:** Dean of Student Success  
**FLAS Status:** Exempt  
**Compease:** 13  
**Approved By:** Vice President of Academic Affairs  
**Approved Date:**

### **I. Position Purpose**

Under the supervision of the Dean of Student Success, this position seeks to support student success through the following functions: provides mental health counseling services to students; manages the Office of Student Disability Services; and engages in institutional activities and committees.

### **II. Duties and Responsibilities**

**PROVIDE MENTAL HEALTH COUNSELING SERVICES:** Provide developmental and educational support to students, or other clients of the college, in the form of short-term personal counseling; Conducts intake interviews, case recording and test interpretation that covers such situations as: treating emotional discomfort, developmental educational skills, academic advising, assisting students with college major and career choice, coping with problems of anxiety, assisting in obtaining treatment for seriously disturbed students, providing crisis intervention and group counseling services for a similar variety of student concerns; Maintains accurate records and proper confidential files and reporting for counseling services; Assesses effectiveness of services through program evaluation.

**MANAGE THE OFFICE OF STUDENT DISABILITY SERVICES:** Ensures compliance with the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973, and other federal and state laws and regulations pertaining to students with disabilities; Serves as the primary liaison to the Office of Civil Rights under the U.S. Department of Education; Develops and maintains Office of Student Disability Services (OSDS) handbook, internet website, and brochure; Develop and maintain OSDS institutional policy and procedure manual, disability service provider contracts, confidentiality agreements, and OSDS documents, forms and reports; Communicates accommodations with faculty as needed on behalf of students; Provides academic advising and class scheduling for students with disabilities who need OSDS personnel assistance assignments in every class (Interpreters, note takers, aides); Maintains a database to provide relevant data and information for H.E.I. reporting. Also, ensures timely filing of all required compliance reports for the OCR and provide updated data for the Perkins Grant folder; Designs and presents training to faculty/staff on the ADA legislation and law, and how to identify and accommodate students with disabilities in the classroom and on campus as well as for students using adaptive equipment and software; Orders materials and textbooks in alternative format when needed, and maintains and updates adaptive equipment.



**ENGAGE IN COLLEGE AND COMMUNITY SERVICE:** Serve on committees and collaborate with education institutions and professional organizations for development and to share best practices. Participate in recruiting, enrollment, and retention events. Serves on College committees and performs other job related duties as assigned.

**DEMONSTRATE PROFESSIONALISM AND QUALITY CUSTOMER SERVICE.** Demonstrate professionalism and customer service in accordance with the College's values. Demonstrate professionalism, positive working relationships, quality customer service, and the ability to make decisions and solve problems. Maintain confidentiality, positive communication, accurate records, and an organized, safe working environment. Exhibit flexibility, willingness to learn, ability to adapt to change and maintain current technology skills.

### **III. Qualifications – Education, Experience, and Skills**

- Minimum of a Master's Degree in mental health counseling. The degree must be from an accredited institution recognized by the U.S. Department of Education or the Council for Higher Education Accreditation; Current licensure as a mental health counselor i.e. LPC or LPCC
- Minimum of three-to-five years of higher education work experience
- Five years of supervisory experience, and
- Evidence of continual professional development in the field of concentration

*Reasonable accommodations may be requested and reviewed according to the Americans with Disabilities Act (ADA).*