

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

Job Title:	Mental Health Clinical Counselor	Range: 60	Classified Schedule
Date Revised:		Date Approved:	September 24, 2019
THIS IS A DESIGNATED CLASSIFIED POSITION SUBJECT TO ONE-YEAR PROBATIONARY PERIOD			

PRIMARY PURPOSE

Under the direction of the Director of Student Health Services, Director Behavioral Health Services, or designee, this position is responsible for providing direct mental health services for students. The Mental Health Clinical Counselor provides crisis intervention, develops, administers, coordinates, evaluates, and promotes mental health and wellness services; may require supervision of employees and/or interns.

ESSENTIAL FUNCTIONS

Examples of essential functions are interpreted as being descriptive and not restrictive in nature.

1.	Provide mental health services, including brief individual and group counseling and mental health assessment and referral services to students with a wide range of mental health needs to support their academic success and retention.
2.	Provide triage and crisis intervention to students and individuals in need, and act as a resource to faculty and staff. Provide crisis intervention, evaluation and referral to community resources, as well as collaborates with community psychiatric evaluation teams, as needed.
3.	Follow standard protocols for psychological counseling and adhere to ethical principles as stipulated by the Board of Behavioral Sciences and/or American Psychological Association and in accordance with laws and regulations pertaining to behavioral health care in the State of California.
4.	Assess the mental health needs of students and develop an appropriate plan of brief intervention with the student(s).
5.	Serve as a resource to faculty, staff, and administration on mental health and wellness issues that may influence student behavior, including but not limited to, motivation, learning process issues, serious mental illness, suicide, violence, stalking, and threats towards others, anger management, conflict resolution, and social/communication skills.
6.	Educate students, staff and faculty about the maintenance of mental health and wellness with a focus on stress and anxiety reduction.
7.	Collaborate with the campus community to design innovative programs that promote student mental wellness and support student retention and success. These programs are prevention focused and may include anger management, substance abuse harm reduction, relationship skills development, and suicide prevention.
8.	Ensure students have knowledge of and equal access to campus-based mental health services through a variety of venues, such as student orientation, ongoing outreach, marketing, and small and large group education.
9.	Coordinate and maintain collaborative relationships with local mental health agencies.
10.	Participate in appropriate campus committees and coordinate with other campus committees and groups as needed. Serve as a resource for the campus on issues of mental health and to the applicable committees and/or teams, as needed.

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11.	Maintain currency of knowledge and skills related to the duties and responsibilities.
12.	Participate in federal, state, and local billing/reimbursement programs, as appropriate.
13.	Participate in the development and administration of supplemental grants related to assigned programs.
14.	Review, research, and modify mental health protocols/policies on an annual basis to assure compliance with laws, regulations, and accepted professional standards of practice; gather data to determine campus trends and needs; recommend protocol/policy modifications in response to identified needs.
15.	Participate in the Program Review Process, Student Learning Outcome measures, and other quality improvement projects as assigned. Prepare reports of mental health service activities, utilization statistics, outcome measures, and others as needed.
16.	Monitor and assist in maintaining the print and electronic/online resources used by the applicable Health Center, College website, and social media platforms. Assist in ensuring accuracy of print and online publications related to area of responsibility.
17.	Maintain confidential student information according to FERPA and HIPAA and maintain complete mental health treatment records.
18.	Participate in District/College efforts to increase the diversity of faculty and staff and to address student achievement gaps; active assistance in the creation of a welcoming and inclusive work and educational environment; attend and participate in diversity, equity and inclusion trainings and events.
19.	Perform related duties as assigned.

OTHER FUNCTIONS

None

WORKING RELATIONSHIPS

The Mental Health Clinical Counselor maintains frequent contact with students; all members of Health Center staff; college faculty and staff; various college and District personnel; and representatives and service providers from the community and governmental agencies.

EDUCATION AND EXPERIENCE

Minimum Qualifications

Master's degree from an accredited institution in clinical psychology, counseling psychology, social work, marriage and family therapy, or marriage, family and child counseling, or equivalent.

Possess a valid license in the state of California as a Marriage and Family Therapist (LMFT), Licensed Social Worker (LCSW), Licensed Professional Clinical Counselor (LPCC), and/or Licensed Clinical Psychologist.

Meet all California requirements to provide supervision to qualified individuals seeking licensure with California Board of Behavioral Sciences and/or the American Psychological Association.

Two years minimum recent experience as a licensed mental health provider.

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Commitment to diversity. All applicants must have demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and staff. The applicant must be able to demonstrate how their experience with these factors relates to successfully achieving the goals of the position.

Desirable Qualifications

Experience working with college students, especially underprepared and at-risk students.

Effective oral and written communication skills, ability to write reports and to use a computer to access information, input student data, and generate reports.

Experience in treating a wide variety of individuals utilizing a brief therapy model.

High level of critical thinking, problem solving and analytical skills.

High professional standards and strong interpersonal skills.

Prior experience in approaching work and interactions with colleagues and/or students in an equity minded manner. Ability to provide an inclusive and welcoming work/educational environment.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of crisis intervention and demonstrated crisis intervention skills and techniques

Knowledge of guiding principles in mental health services in community college settings

Knowledge of legal and ethical standards of licensed mental health professionals

Knowledge of clinical therapy best practices in the treatment of individuals, couples, and groups, preferably in a community college setting

Knowledge of District organization, operations, policies and objectives

Knowledge of state education code and Title 5 and Title IX requirements

Knowledge of federal and state laws and regulations related to students with disabilities

Knowledge of research project policies, procedures and practices, including data collection and analysis

Knowledge of correct English usage, grammar, spelling, punctuation, and vocabulary

Knowledge of record keeping procedures

Knowledge of budget preparation and maintenance

Knowledge of appropriate software and databases

Ability to interpret, apply and explain rules, regulations, policies and procedures

Ability to assess, analyze, implement and evaluate research project activities

Ability to analyze situations accurately and adopt an effective course of action

Ability to plan, organize and prioritize work

Ability to meet schedules and time lines

Ability to work independently with little direction

Ability to understand and follow oral and written directions

Ability to communicate efficiently both orally and in writing

Ability to supervise, train and provide work direction to others

Ability to establish and maintain effective working relationships with others

SPECIAL REQUIREMENTS

Certification to provide supervision to mental health counseling intern – see minimum qualifications.

WORKING CONDITIONS

Office environment; subject to constant interruptions and frequent interaction with others; sitting for long periods at a time (up to 2-3 hours); may require some off-site duties and activities.
