



HLC Accreditation Evidence

- Job Description: Counselor

URL:

Office of Origin:

- Human Resources

Contact(s):

- Director of Human Resources

Barton County Community College

Job Description

*Position Title: Counselor	Prepared On: 3-1-09
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Department: Student Services	*Grade:
Reports to: Student Support Services Project Director	*Classification: Exempt
Supervises: 0 Direct 0 Indirect	Effective Date: 3-1-09
Approved by: AMH	Revised Date: 7-29-13

Role: The Counselor position splits responsibilities between the TRIO/Student Support Service Grant and the College as a whole. The Counselor will provide mental health counseling and support, education, referral, intervention, etc. for the Student Support Services participants and the campus community as a whole. This position will play a central role in providing services to students with disabilities, and in participating on the Student Wellness Team related to identification and intervention for students of concern. This position is a 10 month position. Note: This position is either completely or partially grant funded. Employment may be contingent upon continued grant funding. This position also serves as a Campus Safety Authority as required by federal law in the Clery Act.

Major Duties and Responsibilities:

% of Time	Major Duties and Responsibilities (greatest in importance)	(E) Essential or (N) Nonessential
20%	Provide mental health counseling, including education about mental health issues, to the campus community. Counseling will include coping skills, self-improvement, crisis counseling, academic related counseling support and referral when needed. Includes serving on Student Wellness Team related to identification and intervention with students of concern. (college)	(E) Essential
15%	Provide services for students with disabilities including evaluating disability documentation, tracking, assisting with accommodations, working with students to enhance self-advocacy skills, etc. (college)	(E) Essential
10%	Provide general academic advising to assigned advisees and for unassigned/entering students during summer Enrollment Days or other enrollment events. (college)	(E) Essential
20%	Develop and provide workshops for program participants on topics such as stress management, anxiety, test anxiety, anger management, conflict resolution, etc. (TRIO/SSS)	(E) Essential
15%	Serve as a mentor for assigned TRIO/SSS program participants including program orientation, monthly contact, and serve as assigned academic advisor for a select group of program participants. (TRIO/SSS)	(E) Essential
10%	Provide mental health, financial, career counseling for TRIO/SSS participants	(E) Essential

	and assist with recruiting participants to the program. (TRIO/SSS)	
5%	Assist with other program objectives including development of policies and procedures, program special events, monthly program staff meetings, and other duties as assigned. (TRIO/SSS)	Select From List
		Select From List
		Select From List
		Select From List
		Select From List
		Select From List
5	Performs other duties as needed or assigned.	(N) Nonessential

100% (Percent of time must total 100 %.)

Expectations:

	Demonstrated commitment to the highest ethical standards of professional practice, as well as personal and professional integrity.
	Maintenance of accurate and timely records and reports and strict adherence to confidentiality as it applies to educational records, counseling duties, etc.
	Ability to work with a diverse population relative to various mental health and other needs with a commitment to keeping abreast of current best practices. Maintaining an approachable demeanor, developing a rapport with students and employees alike, and providing services in a caring and compassionate manner.
	Ability to perform grant related responsibilities in accordance with approved grant proposal and federal legislation and regulations.

Knowledge and Skills:

*Experience:	Two years to five years of similar or related experience.
	Preference will be given to applicants who have succeeded in overcoming barriers similar to those confronting the project's target population.
*Education:	A college degree and a professional certificate or a graduate degree.
*Interpersonal Skills:	The ability to motivate or influence others is a material part of the job, requiring a significant level of diplomacy and trust. Obtaining cooperation (internally and/or externally) is an important part of the job.

Other Skills:	Master's level professional preparation in counseling or similar field required, clinical licensure preferred.
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Physical Safety/Working Environment:

*Physical Safety:	Job may require lifting light weight objects (1 to 10 pounds) with no repetitive bending or stooping. Occasionally lift average weight objects (1 to 10 pounds).
*Working Environment:	<input checked="" type="checkbox"/> Regular exposure to favorable conditions such as those found in a normal office or classroom. <input type="checkbox"/> Occasional exposure to objectionable conditions or variations such as those found in variable weather conditions or light industrial settings. Regular exposure to unfavorable environments such as: <ul style="list-style-type: none"> <input type="checkbox"/> weather <input type="checkbox"/> body fluids <input type="checkbox"/> toxic laboratory <input type="checkbox"/> industrial chemicals <input type="checkbox"/> confined locations <input type="checkbox"/> dirty and noisy locations Employees may be required to use personal protective equipment such as masks, coats, gowns, boots, goggles, gloves, or shields.

*Information copied from the results of the Compease Salary Administration software.

This Job Description is not a complete statement of all duties and responsibilities comprising this position.