



Job Title: Counselor & Disability Services Coordinator – 10 Months	FLSA: Non-Exempt Status: Part-Time, 19 Hours Weekly
Department: Student Services	Date Reviewed: 8/3/2016
Classification Title: N/A	DBM Grade: N/A Pay Rate: \$28.10 Hourly
Reports To: Vice President for Student Services	

Job Summary

The Counselor’s primary responsibilities are to support students in the areas of personal counseling and assisting and processing ADA accommodations. Other duties include teaching/coordinating workshops and seminars directed at life skill areas and other activities which support, facilitate and enhance the student's in and out-of-class experiences. This individual also provides assistance, as directed, in accomplishing departmental goals and completing departmental projects.

Essential Job Functions

1. Provides personal crisis counseling, academic and alert advising, and maintains office availability on a regular as assigned basis for the purpose of meeting with students. This individual is scheduled to be on campus during regular office hours. Some on-call work may be required.
2. Facilitates various support groups and group counseling sessions for students as needed.
3. Assists students, parents and faculty with ADA accommodation services, particularly during the beginning of each semester.
4. Participates in all programs and services provided by the Counseling & Disability Services Office including special presentations, workshops and seminars. In some cases, the position designs, plans and presents entire series; in other cases, the position assists others in presentation of programs.
5. Assists in interpreting career assessment results and following-up with students.
6. Serves as an Academic Advisor in special circumstances.
7. Makes referrals to appropriate off-campus agencies designed to deal with special health problems. Must be familiar with resources in the community and be able to make appropriate referrals.
8. Establishes strong working relationships with faculty.
9. Manages the program for students on alcohol probation and/or experiencing problems with alcohol and drug use or abuse. Provides educational programs on drug and alcohol use and abuse.
10. Responsible for gauging the need for additional services or programs for EWC students and responds accordingly.

Minimum Education, Skills and Abilities

1. Graduation from a CACREP or CORE accredited program with a Master's degree in counseling, or other related field that is licensable in Wyoming as a Licensed Professional Counselor.
 - If not presently licensed in Wyoming, the applicant must meet the educational requirements noted above. Additionally the applicant must agree to immediately gain provisional licensure and secure supervision until such time as to obtain Wyoming Licensed Professional Counselor status. Applicant will be required to abide by the supervision requirements established in the Rules of the Wyoming Health Professions Licensing Board for provisional licensing.
 - If licensed in another state, the applicant should contact the Wyoming Mental Health Professional Licensing Board to discuss reciprocity. The applicant would need to obtain licensure status in the state of Wyoming by the onset of the contract.
2. Skill in dealing with a wide variety of personality types and a diverse population in the counseling setting.
3. Good written and verbal communication skills, record keeping.
4. Good knowledge of the theory and general principles and practices involved in academic and personal counseling.
5. Ability to make effective presentations for workshops, classrooms and in the community.
6. Minimum one year relevant experience in counseling and related programs, preferably in a community college setting.

Work Environment

Operates in a variety of conditions, offices, classrooms, residential housing and presentation auditorium. Primarily four hours daily during the Monday through Friday work week. Some periods of scheduled on-call may be required. Variable with extended periods of sitting. Must be able to climb stairs and interact with a wide variety of people.

Special Requirements

- Clinical paperwork and record maintenance
- Provide crisis intervention, assessment and consultation services
- Appropriate driver's license for transportation
- Physical ability to participate in all facets of counseling students

NOTE: The above statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills and physical demands required of personnel so classified.