



<b>Job Title:</b> Counselor & Disability Services Coordinator <b>Position Category:</b> N/A <b>Position Classification:</b> N/A	<b>FLSA:</b> Non-Exempt <b>Status:</b> Part-Time, 19 Hours Weekly <b>Duration:</b> 10 Months (1Aug-31May)
<b>Department:</b> Student Services <b>Location:</b> Main Campus	<b>DBM Grade:</b> N/A <b>Wage Rate:</b> \$28.10 Hourly
<b>Position Number:</b> 1306	<b>Benefits:</b> None / Limited
<b>Direct Supervisor:</b> Vice President for Student Services <b>Indirect Supv:</b> EWC President	
<b>Date Effective:</b> August 1, 2018	<b>Date Reviewed:</b> June 12, 2018

### **Job Summary**

The Counselor's primary responsibilities are to support students in the areas of personal counseling and assist with and process ADA accommodations. Other duties are to coordinate and schedule counseling services support from Practicum/Preceptor graduate students, arrange and teach workshops and seminars directed at life skill areas, and coordinate other activities which support, facilitate and enhance students' in and out-of-class experiences. The Counselor 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. Coordinate and schedule the work and activities of up to two Practicum/Preceptor graduate student counselors
5. 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
6. Assists in interpreting career assessment results and following-up with students
7. Member of the Behavioral Intervention Team (BIT)
8. Serves as an Academic Advisor in special circumstances
9. 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
10. Establishes strong working relationships with faculty
11. Provides educational programs on drug and alcohol use and abuse
12. Responsible for gauging the need for additional services or programs for EWC students and responds accordingly

## **Minimum Qualifications (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 a Licensed Professional Counselor in Wyoming
2. Minimum two years relevant work experience in counseling and related programs, preferably in a community college setting
3. Excellent written and verbal communication skills, record keeping
4. Good knowledge, understanding, and applicability of the theory and general principles and practices involved in academic and personal counseling
5. Skill and ability to successfully interact and work with a wide variety of personality types among a diverse population in a counseling and accommodations setting
6. Ability to make effective presentations for workshops, classrooms and in the community

## **Work Environment**

Operates in a variety of conditions, offices, classrooms, residential housing, and presentation auditorium. Primarily four hours daily sometime from 8 am – 5 pm 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 records maintenance
- Provide crisis intervention, assessment and consultation services
- Physical ability to participate in all facets of counseling students and explaining, coordinating, and ensuring the provision of disability service accommodations
- Licensed in Wyoming as an LPC, LAT, or LMFT
- Current and valid state-issued Driver License for transportation

**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.