

Position Description - Unclassified

Purpose of the PD:

- To record the essential functions of the position
- To record special requirements
- To record required knowledge and skills to perform the duties of the position
- To record special working conditions
- To aid in recruitment and selection
- To establish Management's expectations
- To provide a base for managing performance

Position Status:

Position Title		Position Number
Mental Health Counselor		E99886
Appointment (9mos. / 12 mos. / Other)	Contract Period (from / to)	Department / Division
9 months	September 16-June 15	Student Health & Counseling/Student Affairs
Position Type		FLSA
Full time, Unclassified		Exempt
Reports to		Reports to Position Number
Scott Perfect, Director of Counseling		E99717
Incumbent		University ID #

Program Information:

A. Describe the general program in which this position exists. Include program purpose, size, scope and relationship to the University's mission.
<p>The Student Health and Counseling Center, as a division of Student Affairs, provides medical care, sexual health services, mental health counseling, wellness education, prevention, and referral services for students enrolled at Western Oregon University. The mission of the Student Health and Counseling Center is to facilitate the health and well-being of WOU students by providing quality and affordable outpatient care in an affirming, respectful, and compassionate environment.</p> <p>The Student Health and Counseling Center is committed to providing an open, affirming, and inclusive environment for all WOU students. We invite students of all backgrounds to utilize our services with an expectation of receiving respectful and compassionate treatment. Discrimination in the areas of race, gender, sexual/affectional orientation, physical and mental ability, age, socio-economic status, and/or religious/spiritual belief is inconsistent with our mission and will not be reflected in the policies and procedures of this department.</p>
B. Describe the purpose of this position and how it functions within this program.
<p>To provide culturally informed care with an emphasis on students who identify as a historically marginalized population through general counseling and psychotherapy services to students to facilitate and optimize quality of life.</p> <p>Services include providing general counseling and psychotherapy services to students (individual/group/couples) to facilitate and optimize their quality of life. Services also include crisis response and intervention, treatment planning, case management, documentation, consultation with staff, faculty, and community concerning student mental health issues, and providing training on mental health issues.</p>

Position Information and Qualifications:

A. Description of Duties/Responsibilities – List the major duties assigned to the position. Note percentage of time each listed duty is performed to total 100%. Indicate “E” = Essential, “R” = Revised	
Percent of Time	Duties
100%	<ul style="list-style-type: none">• Provide individual, couples, and group counseling services to a diverse clientele. Services will be provided for students experiencing general concerns (informational, vocational, academic, adjustment) to more severe concerns such as depression, anxiety, alienation, abuse, eating disorders, chemical abuse, trauma, and psychosis.• Provide clinical assessment, crisis intervention, case management, and treatment planning for students in acute distress.• Maintain appropriate documentation, including DSM diagnosis as appropriate.• Provide consultation to parents, families, faculty, and staff when appropriate. This includes participating in programming for classes, residence halls, and being a support staff for other department’s programming. This may involve evening hours.• Actively participate in weekly staff meetings for counseling staff as well as other meetings which include all provider meetings, all staff meetings, and student affairs gatherings.• Participate in the on-call rotation for after-hours crisis calls. In cases of emergency and/or disaster, counselor is expected to be a part of a team of responders, which may be after hours.• Perform other duties as assigned.

B. Required Qualifications

List any certificates, licenses, academic degrees, or experience *required* to perform the duties of this position. Indicate if a combination of education and experience is acceptable.

- Minimum of a master's degree in counseling, social work, or closely related field
- One year experience working in mental health field (internship included in the one-year experience)
- Exhibit a demonstrated commitment to inclusion, equity, and social justice
- Experience in crisis work
- Experience working collaboratively in a team-based approach
- Licensed or registered associate with the Oregon Board of Licensed Professional Counselors and Therapists or other applicable licensing board

C. Preferred Qualifications

Describe preferred education, experience, skills, licenses, certificates, and other qualifications for this position.

- Fluency in a second language, preferably Spanish or American Sign Language
- Licensed Professional Counselor and/or board approved supervisor
- At least one year experience working in higher education
- Experience or training in one or more of the following areas: substance abuse, trauma, eating disorders, persistent mental illness, addressing needs relating to marginalization/intersectionality
- Case management experience or training
- Represent a reflection of WOU student population including, but not limited to, race, sexual orientation, and language

D. Knowledge Areas

List the major areas of knowledge that are **required** to perform the duties of this position.

- Understanding of psychotherapy skills (especially brief therapy methods).
- Understanding of student population developmental concerns needed to identify problem areas such as depression, stress, relationships issues, eating disorders, identity formation issues, grief, crisis intervention, addictions, and adjustment disorders.
- Knowledge of community referral sources.
- Basic understanding of psychopharmacology.
- Knowledge and understanding of trauma informed care.
- Knowledge and understanding of culturally informed care, including social justice and inclusivity.

Budget Authority:

Indicate the level of the position's responsibility for the development, control, and monitoring of budget. Indicate the size of the budget. Check all that apply.		
<input type="checkbox"/>	Develops, monitors*, and controls* <i>*Monitor means to review and approve expenses; control means to authorize budget transfer at the department level</i>	\$ NA
<input type="checkbox"/>	Delegated authority to monitor budget	\$ NA
<input type="checkbox"/>	Limited approval authority for purchase	\$ NA
<input type="checkbox"/>	Purchase only with higher level approval	\$ NA

Supervisory Authority:

If this position has the authority to act or effectively recommend action affecting employees in the following areas, check all that apply.			
<input type="checkbox"/>	Hire	<input checked="" type="checkbox"/>	Assign Work
<input type="checkbox"/>	Transfer	<input type="checkbox"/>	Recommend salary adjustments
<input type="checkbox"/>	Discipline	<input checked="" type="checkbox"/>	Approve requests (i.e., leave)
<input type="checkbox"/>	Dismiss	<input checked="" type="checkbox"/>	Respond to complaints/grievances
<input type="checkbox"/>	Layoff	<input checked="" type="checkbox"/>	Conduct performance assessments
<input type="checkbox"/>	Promote	<input checked="" type="checkbox"/>	Give Direction

Positions Supervised:

Type	# of Employees	Total FTE
<input type="checkbox"/> Teaching faculty		
<input type="checkbox"/> Classified staff		
<input type="checkbox"/> Unclassified staff		
<input type="checkbox"/> Student Employees (average per term)		
<input checked="" type="checkbox"/> Other (specify)	1-5 counseling interns	

Decision Making Authority:

Describe the breadth and scope of decision-making authority and discretion the position has to formulate, implement, evaluate, approve and/or modify department and/or university policy, procedures, and/or programs. Describe the type of review and/or approval required by a higher level.
Includes assessing or diagnosing student mental health concerns; appropriate treatment applications; developing appropriate referral for students, staff, and faculty responding to concerns; when or if to breach confidentiality; termination of session; ethical decisions regarding such issues as dual roles; supervisory decisions regarding interns (i.e., terminating, client assignment, and understanding multicultural issues in counseling).

Additional Information:

List any additional information that would help describe the nature of the position.
<p>Flexibility and working as a team are expected, in addition to exhibiting a willingness to be innovative in ways to best serve the WOU student population.</p> <p>Counselors are expected to respond to crisis or emergencies that may extend their working day until the time of crisis has abated or treatment has been transferred to another agency. Additionally, in cases of emergency and/or disaster, counselor is expected to be a part of a team of responders, which may include after-hours work. Counselors are placed on an after-hours call list and may be contacted by other campus departments for after-hours consultations concerning student’s mental or emotional crisis.</p> <p>This position may involve some evening and weekend commitments that relate directly to programming/presentation responsibilities.</p>

Acknowledgement:

Employee Printed Name	Employee Signature / Date
Supervisor Printed Name	Supervisor Signature / Date
Reviewer (VP / Director)	Reviewer Signature / Date
Appointing Authority	Appointing Authority Signature / Date

HR USE ONLY:

Received by		Date	
Position Class # (Ex. UF101)	Employee Class	Job Location	Appointment Percent
CUPA-HR# / Title	NOC Code	Category Code	SOC Code
Actions Taken			
	NBAPBUD / NBAPOSN		
	NBAJOBS		
	PEAFAC		
	Electronically Filed		