

**JOB TITLE:** Counselor

**DEPARTMENT:** ECC Rolla

**LOCATION:** ECC Rolla

**REPORTS TO:** Assistant Director, Rolla

**FLSA:** Exempt

**LEVEL:** 204

**DATE:** 12/2/21

**POSITION SUMMARY:** Provide short-term, confidential counseling, referrals, and crisis intervention for students who are having personal concerns. Provide Access services to students who are disabled or have a documented illness/condition that qualify them for special services within the classroom. Serve as an Academic Advisor and a core member of Behavioral Intervention Team (BIT).

**EDUCATION, EXPERIENCE, and LICENSES/CERTIFICATIONS:** *(A comparable amount of training, education or experience may be substituted for the minimum qualifications.)*

Master's Degree in Counseling; Licensed Professional Counselor; one-year related experience

**ESSENTIAL TASKS:** *Employee must be able to perform the following essential functions to the satisfaction of the employee's supervisor.*

- Provide counseling and crisis intervention services for students with personal concerns and provide referral to appropriate community and campus resources as needed.
- Meet with students in need of special services; evaluate requests and determine accommodations.
- Arrange, advise, and assist with equipment, activities, testing (including reading and scribe services), and special services for students with disabilities.
- Serve on the ECC Behavioral Intervention Team (BIT) with ongoing case management at Rolla.
- Compile reports, documentation, etc. and maintain records pertaining to students with disabilities, counseling, and BIT.
- Provide academic advising services to students.
- Communicate with and provide onsite support to Rolla faculty and staff regarding students with disabilities and ADA compliance.
- Conduct seminars on study skills, stress management, counseling support, etc. as necessary.
- Act as a liaison with school districts/agency staff in matters involving counseling of students with disabilities.
- Work in conjunction with Counseling staff and the Director of Counseling and Advising at the Union campus to ensure compliance with college wide policies regarding Access Services at Rolla.
- Develop and recommend policies and procedures for the college.
- Participate in college orientation as necessary.
- Serve on college committees as necessary.
- Participate in community or professional events as necessary.
- Conduct college business in a professional and ethical manner that includes the College's core values of integrity, diversity, empowerment, service, learning and collaboration.
- Communicate effectively in a professional, tactful, and courteous manner with students, employees, faculty and the general public.
- Ensure that all activities are conducted within the established guidelines of the Family Educational Rights and Privacy Act (FERPA).
- Perform assigned responsibilities, and other related duties, and tasks according to established practices, procedures, techniques, and standards in a safe manner and with minimal supervision.

**KNOWLEDGE, SKILLS, and ABILITIES:** Knowledge of crisis intervention services. Knowledge of college policies and procedures. Knowledge of information technology including computer and fax machine. Knowledge of Adaptive technology for students with disabilities. Maintain objective documentation on students (counseling related, disability and BIT related). Well developed counseling skills. Ability to interact effectively with diverse student populations and a wide variety of co-workers. Ability to manage interpersonal conflict. Ability to manage crisis situations. Availability to work or meet in the evenings and/or on weekends.

**LEADERSHIP and COMMUNICATION SKILLS:** Follow complex technical instructions, solve technical problems, or disseminate information regarding policies and procedures; may compose unique reports or analysis; and/or provide extensive customer service to internal or external customers. Communicate information to guide or assist people; may give instructions or assignments to helpers or assistants.

**DECISION-MAKING and ANALYTICAL SKILLS:** Requires frequent decision making affecting co-workers or the general public; may be responsible for providing information to those who depend on a service or product. Perform entry-level professional work including basic data analysis and synthesis, or report on operations and activities of an organization; and/or perform quality assurance and compliance activities.

**EQUIPMENT AND SOFTWARE:** Utilize current College and/or department information technology including but not limited to, Microsoft Office, Outlook, Datatel, ImageNow, etc.; office machines such as telephones, fax machines, or copiers.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:** *The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

**Environment:** Work is performed primarily in a standard office setting with frequent interruptions and distractions; extended periods of time viewing computer monitor. The employee may be required to work or meet in the evenings and/or on weekends. The employee may be required to travel locally to participate in meetings, conferences, and other activities related to the operations of the colleges.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to lift, carry, push, and/or pull up to 10 lbs; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

**POSITIONS SUPERVISED:** None

**SIGNATURES:** *This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualification required of employees assigned to the job.*

I have read and reviewed the above job description with my immediate supervisor. This job description has been designed to indicate the general nature and level of work performed. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualification required for the job.

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Employee Signature/Date

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