

JOB TITLE: Access – Counselor

DEPARTMENT: Wellness Services

LOCATION: Union Campus

REPORTS TO: Director, Wellness Services

FLSA: Exempt

LEVEL: 204

DATE: 07/01/2024

POSITION SUMMARY: Service as lead Access services support. In addition, provide short term counseling, referrals, and crisis intervention for students who are having personal concerns. Serve on 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 or Social Work and the appropriate certification or licensure (LPC or LCSW) is preferred. Eligibility for licensure will be considered. Two years related work experience.

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

- Serve as the lead Access Services provider, and meet with all students in need of special services; evaluate requests and determine accommodations.
- Oversee of the provision of accommodations to the main campus and online student populations in accordance with the American with Disabilities Act and Section 504.
- Oversee testing which requires Access supports.
- Hold collaborative meetings with all staff that work with access services programs and services.
- Provide counseling/crisis intervention for students with personal concerns.
- Maintain records and documentation for students with BIT interventions and counseling.
- Serve on the Behavior Intervention Team – attend weekly meetings, semesterly meetings, assist in planning interventions based on BIT insights, and communicate with faculty and staff about BIT themes and interventions.
- Present yearly to the Academic Areas during In-Service, New Faculty Orientation, Adjunct Training, and Departmental meetings regarding Access services as needed.
- Arrange, advise, and assist with equipment, activities, testing, and special services for students with disabilities.
- Serve as a backup to other Wellness Services staff as, if needed.
- Meeting with each Academic Division twice a year to discuss current trend seen by faculty about their students.
- Serve on various college committees as needed.
- Support student facing events, virtual and/or onsite including but not limited to new student orientation, campus life and leadership events, and admissions open house and recruitment events as needed.
- Travel to satellite sites to provide services as needed.
- Maintain connections with outside agencies that can provide additional access services for students.
- Act as a liaison with school districts/agency staff in matters involving counseling of students with disabilities.
- 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, duties, and tasks according to established practices, procedures, and standards in a safe and efficient manner, with minimal supervision.

KNOWLEDGE, SKILLS AND ABILITIES: Knowledge of college policies, procedures, and practices; knowledge of the Family Educational Rights and Privacy Act (FERPA), Title VII, Title IX, ADA and other applicable laws pertaining to employment and education; ability to plan, organize and implement assigned responsibilities and to work well under pressure to meet deadlines; excellent organizational, analytical and planning skills; ability to participate as a team member, ability to understand and interpret rules and regulations, and ability to adjust to change; ability to handle confidential material judiciously; understanding of education programs and tools related to community colleges.

LEADERSHIP AND COMMUNICATION SKILLS: Ability to exchange ideas, facts, information, and opinions effectively and accurately with others; arrive at decisions, develop conclusions, or develop solutions; ability to communicate effectively with a diverse workforce and student population; ability to prioritize and delegate projects; ability to meet timelines and follow-through; ability to present materials effectively to individual students or groups; ability to manage interpersonal conflict situations requiring tact, diplomacy and discretion; demonstrate ethical conduct and professionalism; establish and maintain effective working relationships with faculty, staff, other departments, students, and the public; excellent customer service skills; comply with policies, procedures, and instructions.

DECISION-MAKING AND ANALYTICAL SKILLS: Ability to make procedural decisions; ability to interpret policy and establish methods and procedures; collaborate with others regarding marketing and process improvements. Adhere to department and college policies, procedures, and practices.

EQUIPMENT AND SOFTWARE: Utilize current College and/or department information technology including but not limited to, Microsoft Office, Outlook, Ellucian, ImageNow, etc.; office machines such as telephones, fax machines, and 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, conference, and other activities related to the operations of the college.

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 which may require repetitive hand movement and fine coordination including use of a computer keyboard.

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.

Employee Signature/Date

NOTICE OF NON-DISCRIMINATION: *East Central College does not discriminate on the basis of race, color, religion, national origin, ancestry, gender, sexual orientation, age, disability, genetic information or veteran status. Inquiries related to employment practices may be directed to Human Resources Director at 636-584-6710. East Central College is an equal opportunity employer and provider of employment and training services. Auxiliary aids and services are available upon request to individuals with disabilities.*