



Trinity Valley Community College

Job Description

Counselor

COMMITMENT TO MISSION

This job carries with it the obligation to uphold the Mission of Trinity Valley Community College (TVCC) in carrying out the duties of the position. A commitment to positive interpersonal behaviors, professional communication, diversity, integrity, leadership, stewardship, respect and accountability to TVCC students and employees is essential.

PRIMARY PURPOSE:

Provide mental health counseling to students, including crisis intervention, assessment and community referrals for the emotional, psychological and situational issues that impact academic success.

REPORTS TO:

Director of Student Access and Counseling

SUPERVISES:

None

EDUCATION AND EXPERIENCE QUALIFICATIONS:

EDUCATION REQUIRED:

Master's degree in Counseling, Psychology, or related field

EXPERIENCE REQUIRED:

Two (2) years of experience in counseling as an LPC

PREFERRED:

Experience working with students with disabilities

OTHER LICENSES OR CERTIFICATIONS:

Licensed Professional Counselor (LPC) or National Counselor Certification

KNOWLEDGE AND SKILLS REQUIRED:

- Counseling resources and best practices
- Career assessment instruments
- Holistic approaches to helping students determine an appropriate career path
- Human relations and problem solving methods
- Human behavior, individual differences in abilities, personality, and interests; learning and motivation, and the assessment of DSM-5 disorders
- Methods and procedures for assessment and treatment of mental illness
- Laws, legal codes, ethical standards, and college code of conduct
- Local social service agencies and referral/resource information
- Job search skills and resources
- Crisis management skills
- Clinical assessment skills
- Verbal and written communication skills
- Networking skills
- Presentation skills
- Creativity skills
- Observation skills
- Establish rapport, trust and non-judgmental theoretical approach to counseling individuals
- Make sound decisions
- Apply professional and ethical principles and practices
- Build positive collegial relationships
- Work with a diverse student population
- Create presentations

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required. Job Descriptions may be subject to change.



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RESPONSIBILITIES:

- Counsel and support students in the resolution of personal, social and/or disability related issues that may be barriers to academic success.
- Create, coordinate, and promote student holistic wellness initiatives through outreach programming
- Provide individual short term psychological counseling to students presenting a multitude of therapeutic issues within appropriate scope of practice.
- Triage students for appropriate level of care including crisis intervention, suicide risk, individual counseling, referral for community resources and psychological evaluation based on sound clinical judgment.
- Maintains current, accurate, and timely clinical documentation in accordance with state and federal law, professional ethics, and district counseling services policies.
- Collaborate with academic and student development departments in order to support, enhance, and partner in programs that further a student's educational success.
- Serve on the TVCC Behavioral Intervention Team
- Provide professional consultation to faculty, staff, and administrators related to student mental health concerns.
- Assist in providing support to students with disabilities in accordance to Section 504/508 of the American's with Disabilities Act.
- Serve as TVCC's designated Forster Care Liaison.
- Read and interpret psychological and psycho-educational professional reports.
- Provide crisis counseling on campus as necessary.
- May assume responsibility of the counseling department including clinical supervision, crisis response, consultation and daily operations during Director's absence.
- Other duties assigned by appropriate supervisory personnel

WORKING CONDITIONS:

TOOLS/EQUIPMENT USED:

- | | |
|-------------------------------------|---------------------------|
| • Standard office equipment | • Multi-line phone system |
| • Personal computer and peripherals | • Copier |
| • Calculator | • Fax machine |

PHYSICAL DEMANDS:

- Requires: reaching, standing, walking, finger dexterity, grasping, talking, hearing, seeing, repetitive motions, and computer work.
- Subject to: lifting, and sedentary work, Climbing, Stooping, Crouching
- Occasionally need to: pushing, and pulling

MENTAL DEMANDS:

- Emotional control under stress 25% of the time
- Frequent interruptions more than 25% of the time

OTHER DEMANDS:

None



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The above job description has been reviewed with the employee. It was explained that all questions concerning duties, responsibilities, working conditions, hours, etc., should be directed to the immediate supervisor.

Employee's Signature

Date

Supervisor's Signature

Date

Approved: 7/18/01

Revised: 9/27/2021

Classification:	Staff	Coordinating/Non-Coordinating:	NC
FLSA Status:	Exempt	TVCC Job Code:	1640
DBM:	C	Travel Required:	None
IPDEDS/SOC CODE:	21-1012	Employment Status:	Full-Time
Salary Grade:	215	Length:	12 Months
FUND:	001	TRS POS. CODE	TRS 01

All TVCC positions are security sensitive and require a criminal background check.