



COMMUNITY COLLEGE
OF RHODE ISLAND

Division of Institutional Equity and Human Resources

POSITION DESCRIPTION

TITLE	Clinical Counselor
POSITION NO.	Multiple
LOCATION	Multiple
REPORTS TO	Dean Students
GRADE	PSA 13
WORK SCHEDULE	Non-Standard: 35 hours per week, some evenings required, frequent travel to each campus
SUPERVISION	N/A
LIMITATION (if applicable)	N/A
REVISION DATE	July 2023

JOB SUMMARY:

The position of Clinical Counselor is responsible for assessing the overall mental health needs of students, and planning, coordinating, and evaluating the delivery of clinical, preventive, and developmental services related to mental health, human development, and student success. Clinical Counselors will participate in the direct provision of these services. Clinical Counselors will engage with constituencies and collaborate both on- and off-campus in order to educate the campus community, to provide access to needed services, and to advocate for policies and practices that promote positive learning and human development for the entire campus community.

DUTIES AND RESPONSIBILITIES:

- Evaluate programs of counseling, testing and other direct services designed to meet the mental health, educational/career, and personal development needs of the student body.
- Oversee and assist with the management of MySSP and Titanium (or similar).
- Design and implement preventative and outreach programs aimed at meeting developmental and clinical needs of students.
- Provide direct short-term counseling services individually and in groups, utilizing a broad range of clinical and educational skills, including counseling, psychological, and educational testing and assessment of students, consultation and training for faculty and staff, developmental programming, and crisis intervention for a wide range of the more serious emotional disturbances such as life-threatening, suicide risk. This may include the delivery of remote services via teletherapy and the use of applications like Zoom and WebEx.
- Assist and support students in accessing services from community resources for outpatient mental health care. Examples include scheduling phone appointments for students who need referral information, meeting with students who need referral information, meeting with students to overcome barriers to accessing community resources and providing care management for students who may need multiple services across campus.
- Assist students who have been hospitalized for mental illness to transition successfully back to CCRI, and facilitating students' access to appropriate services on- and off campus.
- Cultivate strong liaison relationships with off-campus mental health providers, private practitioners, hospitals and inpatient units, and other community partners. Provide consultative assistance to various persons and agencies within the campus community. Additionally, create Memorandums of Understanding with community providers.
- Conduct group presentations for CCRI, centering around health and wellness.
- Attend campus events and conduct classroom presentations to promote health and wellness services.
- Provide support around Title IX and Title VI situations related to counseling issues and requests.
- Collaborate with persons of diverse socio-economic, racial/ethnic, international, and LGBTQ+ backgrounds effectively and affirmingly. Engage in social justice initiatives and educational programs on campus and virtually.
- Observe accepted ethical standards of professional practice, including maintenance of confidentiality of counseling services.

- Identify the needs of other members of the CCRI community engaged in helping efforts with students, and provide consultation and training to improve their skills.
- Develop and maintain effective working relationships with on and off campus agencies and personnel necessary to anticipate adequately and meet the needs of the college community.
- Participate in planning and conducting assessments of student needs for assistance in meeting developmental tasks and the demands of the academic program.
- Participate in the design and implementation of strategies for making the college environment supportive of academic success, interpersonal learning and personal development.
- Respond to crisis situations involving students during the business day, evenings and weekends as necessary.
- Assist in providing strategic and operational oversight of Substance Abuse Prevention programs and Civility and Violence Prevention programs.
- Assist with the coordination and support of: Rhode Island Promise Scholarship medical LOA's.
- Coordinate the Mental Health and Suicide Prevention Plan, Mental Health First Aid, QPR Trainings, and other initiatives designated by the Associate Vice President, General Assembly, Board of Education or the Postsecondary Commissioner.
- In conjunction with Campus Police, Risk Management, and other college departments, participate in the Threat Assessment and behavioral intervention process to identify physical threats to the college community and intervene before they can happen.
- Meet with students who exhibit behaviors inconsistent with College expectations and provide guidance and support. Coach and train faculty and staff to manage and influence students when behaviors are beginning to be exhibited outside of College expectations.
- Assist in the execution of the College's emergency response plan and serve as a first responder for the Division with responsibilities that include: performing emergency response to incidents including evenings, weekends, and periods when classes are not in session.
- Participate as a senior professional specialist in college policy development, program implementation, and other related tasks as assigned by the Dean of Students and/or Associate Vice President for Student Affairs.
- Supervise the development and maintenance of systems of professional record keeping necessary for treatment, research, accountability, and planning.
- Respond to crisis situations involving students during the business day, evenings and weekends as necessary.
- Perform other duties and responsibilities as assigned by the Dean of Students and/or Associate Vice President for Student Affairs.
- The Dean of Students will provide day to day supervision. Additionally, CCRI will be able to provide clinical oversight.

LICENSES, TOOLS, AND EQUIPMENT:

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

REQUIRED QUALIFICATIONS:

- Earned Master's degree from a recognized program in clinical counseling
- LMHC in Rhode Island.
- At least five years of clinical counseling experience.

PREFERRED QUALIFICATIONS:

- Personal qualities necessary for superior working relationships with students, faculty, staff, and community.

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.