

Counselor and Disability Services Coordinator

Department: Student Services

FLSA Status: Non-Exempt

Grade/Level:

Work Schedule:

Job Status: Full Time

Reports To: VP of Enrollment and Student Success

Amount of Travel Required: Occasional Travel Required

Positions Supervised: N/A

ESSENTIAL FUNCTIONS

Reasonable Accommodations Statement

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Responsible for the strategic leadership and day-to-day operations of counseling services and disability services and coordination. This will include developing programming for alcohol and drug prevention as well as working with CNADA, oneHealth, and other agencies in Miles City to collaborate toward college, state, and national initiatives.

Essential Functions Statement(s)

- Develop, coordinate, and assess comprehensive counseling and disabilities services programs.
- Provide individual, couples, and group psychotherapy, including depression screening, for students.
- Assist clients with mental health services coordination including referrals to accessible community services, coordinating care, and appropriate releases of information.
- Develop and maintain strong working relationships with other campus offices and community agencies to coordinate comprehensive care for appropriate students.
- Intake assessments and facilitate crisis intervention.
- Assist faculty and staff with personal counseling issues.
- Responsible for coordinating suicide prevention gatekeeper training for targeted populations on campus, i.e., faculty, staff, students.
- Responsible for assessment of services provided including gatekeeper training, disability services, counseling services, prevention training.
- Conduct intake appointments with students with disabilities, review disability documentation, determine eligibility for services, evaluate access needs, and determine appropriate accommodations.
- Facilitate communication between faculty, staff, and enrolled students on access and accommodation issues, including the implementation of student accommodations in the classroom.
- Assist students in understanding their disability and their legal rights and responsibilities.
- Create, organize, and maintain up-to-date electronic and paper records.
- Explore and research current assistive technology, making appropriate recommendations for purchases and upgrades.
- Evaluate needs and train users on appropriate hardware and software used in the delivery of their support services.
- Ensure compliance with legislation and stay abreast of national, state, and local issues affecting access for students with disabilities.
- Serve on various committees across campus as assigned, including being chair of the Behavioral Intervention Team (BIT).
- Serve as MCC liaison with the Montana Office of the Commissioner of Higher Education on suicide prevention initiatives.

POSITION QUALIFICATIONS

Competency Statement(s)

- Adaptability - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.
- Attendance/Punctuality - Is consistently at work and on time.
- Business Acumen - Understands basic business practices.
- Change Management - Communicates changes effectively.
- Oral Communication - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Participates in meetings.
- Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.
- Cost Consciousness - Works within approved budget; Develops and implements cost saving measures; Contributes to profits and revenue; Conserves organizational resources.
- Customer Service - Manages difficult or emotional customer situations; Responds promptly to customer needs; Meets commitments.
- Delegation - Delegates work assignments; Matches the responsibility to the person; Sets expectations and monitors delegated activities.
- Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments.
- Initiative - Seeks increased responsibilities; Takes independent action.
- Judgment - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.
- Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values
- Managing People - Includes staff in planning, decision-making, facilitating and process improvement; Makes self available to staff; Provides regular performance feedback; Develops subordinates' skills and encourages growth; Improves processes, products and services.
- Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Organizes or schedules other people and their tasks.
- Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions.

- Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
- Quantity - Meets productivity standards; Completes work in timely manner; Strives to increase productivity; Works quickly.
- Quality Management - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.
- Safety and Security - Observes safety and security procedures; Uses equipment and materials properly.
- Strategic Thinking - Develops strategies to achieve organizational goals; Adapts strategy to changing conditions.

SKILLS & ABILITIES

Education: Master’s degree in counseling and Montana state licensure eligible as a Licensed Clinical Professional Counselor. Must obtain licensure within two years from date-of-hire.

Experience:

- Minimum Experience Required: One to three years of clinical experience.
- Preferred Experience: Experience working in a college setting with disabilities coordination and clinical experience with college students. Experience addressing substance abuse issues. Experience providing outreach and psychoeducational workshops. Demonstrated experience working as a team member and facilitating strong working relationships across offices.

Computer Skills

Proficient computer skills to include Microsoft Office Software.

REVIEWED BY (SUPERVISOR SIGNATURE) _____ **DATE** _____

REVIEWED BY (EMPLOYEE SIGNATURE) _____ **DATE** _____

Miles Community College has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the Company reserves the right to change this job description and/or assign tasks for the employee to perform, as the Company may deem appropriate.