Position Description: **Social Science Instructor/Student Mental Health Counselor**

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<tr>
<th>Division:</th>
<th>Academic Affairs/Student Services</th>
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<td>Department:</td>
<td>General Education/Student Services</td>
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<tr>
<td>Supervisor’s Position:</td>
<td>Dean, General Education/Dean of Students</td>
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<td>FLSA Status:</td>
<td>Exempt</td>
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The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required by the position. Duties will be modified as needed; work assignments and schedule are based on the needs of the college.

**Job Summary:**

This position combines the responsibilities of lead social science instructor and student mental health counselor. Responsibilities will include half-time teaching and half-time student mental health counseling. Support adjunct faculty in social sciences to ensure consistency and quality of instruction and provide proactive programming for students with emotional, behavioral, or interpersonal challenges. Teach courses, adhering to lesson plans, meeting course objectives, beginning and ending courses on time as scheduled and adhering to faculty ethical and professional behaviors.

**Essential Duties and Responsibilities:**

**Lead Social Science Instructor (50%)**

1. Professional delivery of lecture/lab instructional curriculum to students
2. Preparation and development of curriculum, instructional materials, and course scheduling
3. Maintain Instructor office hours to prepare, grade and submit (internally and/or to regulatory agencies) student evaluations and lab projects. This time is also utilized to schedule appointments with students as needed.
4. Student Recruitment and retention activities including but not limited to high school visits and college activities, such as Open House, a variety of tours and participation in other college activities
5. Provide guidance and support for adjunct faculty in social sciences
6. Perform all related duties as assigned

**Student Mental Health Counselor (50%)**

1. Primary focus to establish dedicated office hours to provide short-term counseling services to students in crisis, utilizing community referrals when necessary.
2. Actively participate as a member of the student Behavioral Intervention Team (BIT).
3. Develop and maintain contacts with campus and community groups whose resources can be utilized.
4. Provide appropriate referral to community agencies and, as appropriate, serve as liaison between students and the agency.
5. Perform intakes and assessments for personal counseling services.
6. Provide case management for students with mental health issues and crises.
7. Consult and collaborate with the Dean of Students to enhance effective treatment and assessment for students with diverse life needs and/or various mental health issues.
8. Maintain accurate files and prepare timely progress notes on clients served.
9. Maintain professional licensures and certifications.
10. Maintain professional ethics and confidentiality appropriate to the position.
11. Perform all related duties as assigned

Other Position Requirements:
1. Work effectively and productively as a team member. Keep others informed of information needed. Treat others with respect, maintaining a spirit of cooperation.
2. Maintain effective and professional verbal and written interactions with peers, customers, supervisors and other staff. Use diplomacy and tact in dealing with difficult situations or people. Demonstrate effective listening skills. Be receptive to constructive feedback.
3. Maintain acceptable overall attendance record, to include department meetings, all-employee meetings/trainings as required. Ensure appropriate notification to supervisor for absences, and ensure that work is covered. Be flexible in work schedule when needed.
4. Produce quantity of work necessary to meet job requirements.
5. Demonstrate the ability and willingness to handle new assignments, changes in procedures and business requirements. Identify what needs to be done and take appropriate action.
6. Complete assigned work; meet deadlines without reminders/follow-up from supervisor or others.
7. Perform work conscientiously with a high degree of accuracy.
8. Participate in professional development activities to remain current with industry trends and advancements.
9. At all times, engage in and promote teamwork, courtesy, legal compliance, policy compliance, and safety in the WATC workplace
10. Attend meetings and training sessions. Project image of professionalism, including in conduct, communication, and dress.

Education, Experience, Knowledge & Skills Needed:
1. Master's Degree in Marriage and Family Therapy, Psychology, Social Work, Professional Counseling, or related area.
2. Current Kansas Licensure to identify & counsel students with mental health issues.
3. 3 years teaching and/or counseling experience
4. The ability to work professionally with staff, students, administration and others.
5. The ability to work effectively with diverse student populations
6. Strong organizational skills with the ability to pay attention to detail.
7. Excellent written and oral communication skills.

Working Conditions:
- Demonstrates hearing and visual acuity consistent with performance of job requirements.
- Physical requirements including lifting, standing, bending, reaching, pulling, pushing, and repetitive movements required of respective occupation.

______________________________
Employee Printed Name

______________________________               ______________
Employee Signature               Date

07/08/2013