



**JOB DESCRIPTION
Human Resources Department**

JOB TITLE: Counselor – Disability Services	FLSA: Exempt GRADE: FAC
	NBAPOSN: -
LOCATION: Wharton Campus	EFFECTIVE DATE: November 12, 2021
	REVISION DATE:
REPORTS TO: Director of Counseling and Disability Services	

PURPOSE AND SCOPE:

This position serves as a counselor for students offering personal counseling, crises management, and group counseling. This person will also serve as the primary contact and administrator for disability services on campus. The Counselor-Disability Services, under the direction of and in collaboration with the Director of Counseling and Disability Services plans, implements, and evaluates a comprehensive disability services program. This position directs and implements reasonable accommodations and services for student with disabilities under the mandates of the Americans with Disabilities Act of 1990 (as amended). Duties of the Counselor-Disability Services also include proactively engaging students in health and wellness programs and activities, participation in campus student service related events, student retention efforts, and organizing special activities and events.

ESSENTIAL JOB FUNCTIONS:

1. This position is charged with offering students the following direct services, including but not limited to personal counseling, crisis counseling and group counseling. (all therapeutic interventions are limited to short-term time periods.)
2. This position assists with planning and providing a comprehensive program of services for students with disabilities according to legal guidelines, contractual obligations, student’s rights and College policies and procedures, with a focus on student satisfaction, customer service, faculty and staff communication and collaboration, effectiveness, and efficiency.
3. This position responds in person and/or in writing to inquiries from current and prospective students or parents and processes program eligibility requests for services based upon documentation.
4. This position provides guidance and advisement to student organizations, administrators, faculty and others on concerns and issues related to students with disabilities.
5. This position acts as the ADA liaison for students between faculty, staff, and departments, as needed and interacts with external community organizations, as appropriate.
6. This position must maintain accurate and confidential counseling and disability service records.
7. This position will assist students with academic recovery efforts and may develop and/or review individual educational plans for student with disabilities tat incorporate individually designed academic support services and accommodations within the guidelines of ADA.

8. This position coordinates and administers ADA related services to students with disabilities with auxiliary aids, interpreter services, etc., and assists students in self-monitoring the effectiveness of accommodations.
9. This position serves on committees as assigned. This position is charged with disseminating information to the faculty and staff at the campus they are stationed regarding student services programming, policies, and procedures.
10. This position maintains an updated list of community based behavioral service providers that are germane to the campus where they are stationed.
11. This position presents programs and workshops, conducts campus-wide disability awareness activities, and prepares/distributes information/communications regarding aDA to campus departments and faculty. This position may also develop, schedule and coordinate health and wellness events and workshops, support groups, mental health programs and other programs or workshops appropriate for the campus community.
12. This position participates in / supports recruiting activities such as career days, community/public school presentations, campus visits by prospective students as needed.
13. This position must maintain appropriate counseling licensure and stay abreast of all licensing board requirements. This position must keep up with current best practices in the field of counseling in higher education, mental health issues, and counseling frameworks.
14. This position maintains current knowledge regarding ADA issues in higher education, emerging issues in disability services, and researches and compiles educational materials for students and employees.
15. This position executes any other duties as assigned.

KNOWLEDGE, SKILLS, EXPERIENCE:

This position requires a Master's degree in counseling, psychology, education, special education, social work or related field. Two (2) years of full time work experience in higher education or public education, or in a mental health clinical setting providing counseling services is required. Licensed Professional Counseling (LPC) or Intern (LPC-I), Licensed Clinical Social Worker, School Psychologist, or Clinical Psychologist License is required. The person in this position must be willing to learn and maintain current knowledge of federal, state, and local laws and regulations related to disabilities. Ability to create and conduct effective programming for students with diverse abilities is required. This position requires the ability to communicate effectively and maintain positive, collaborative relationships with students, faculty and staff, serve as an effective team member as well as have the ability to function independently, lead, manage and prioritize multiple job assignments. Must be able to provide continuous, courteous customer service to students, parents and the campus community. This position requires the individual be computer literate with knowledge of Microsoft Office Products. A criminal background check is also required.

SUPERVISION OF OTHERS:

The Counselor-Disability Services has no supervisory responsibilities.

SUPERVISION AND DIRECTION RECEIVED:

The Counselor-Disability Services is responsible and accountable to the Director of Counseling and Disability Services for fulfilling the objectives, standards, and duties listed in this document. Guidance for the performance of duties outlined in this job description comes from the policies and regulations of the college and any other applicable federal, state, and local statutes, ordinances, codes, rules, regulations, or directives.

EQUIPMENT USED:

This position uses a personal computer workstation running in a Microsoft Windows environment, calculator, phone, and other general office equipment.

CONTACTS:

External contacts of this position include but are not limited to vendors, community, state and federal agencies, prospective students, medical providers, and parents.

Internal contacts of this position are with administrators, faculty, staff, and students.

COMPLEXITY/EFFORT:

This position involves ability to work with minimal supervision and maintain confidential information. Work requires characteristics supported by collaborative work efforts with external and internal customers in a collegial atmosphere. A demonstrated commitment to the mission of a comprehensive community college is required. This position requires the ability to handle emergency situations as they arise in the working environment and the ability to read and interpret departmental policies, procedures and instructions, and have the ability to hear and understand customer inquiries and oral instructions from supervisor.

This position requires excellent communications skills, interpersonal skills, and the ability to work on collegial teams. The individual in this position must be detail oriented, have the ability to work on a number of projects simultaneously and prioritize workloads. This position requires the ability to create and conduct presentations to large and small groups, both in person and virtually. The individual in this position must have the ability to read and interpret departmental policies, procedures and instructions, have the ability to hear and understand customer inquiries and oral instructions from supervisor, and have sufficient manual dexterity to prepare letters, reports, graphics, and other data on the computer.

Mutually agreed-upon objectives must be attained within a specified time frame; functional responsibilities must be executed at a level consistent with performance requirements; and the individual role with the institution must relate to the college's goals and mission. The individual in this position must be capable of developing and maintaining effective and cooperative relationships with the Vice President of Instruction, the Dean of Student Success, the Director of Counseling and Disability Services, the student services staff, faculty, other administrative and professional staff, support staff, and clientele from the community.

WORKING CONDITIONS:

Work of this position is performed in an office environment readily accessible to the general public. This position involves heavy interaction with the students, staff, and faculty. This position works with light, easy to handle materials requiring little physical effort. Exposure to natural atmospheric conditions such as dirt, and dust, etc and minimal exposure to hazardous situations are required in this position. This position requires work characteristics supportive of collaborative work efforts in a collegial atmosphere. Occasional after-hours may be required.

LAST MODIFIED: November 12, 2021

Employee's Signature

Date

Supervisor's Signature

Date

Initials