

Job Description

Title: Staff Counselor, Counseling Services, Temporary (10 Month)	Part-Time (10-21 hrs/week), Non-Exempt 2-4 Positions Available
Campus: Oakland & San Francisco	Draft/Revision Date: 8/30/2019

Position Summary

Under the supervision of the Staff Psychologist, the Staff Counselor assists in the coordination of individual and couples counseling and mental health services to the CCA community. Based on experience and desired function there may also be an opportunity to provide mental health outreach and participate in educational activities provided to CCA students.

Reports To

Staff Psychologist

Department

Counseling Services, Division of Student Affairs

Responsibilities Include

List the primary job duties and responsibilities using headings and then give examples of the types of activities under each heading. The total percentage should equal to 100.

Essential Job Function(s)

<ul style="list-style-type: none"> Plan, develop, and implement mental health counseling services for a diverse and socially active student population; both undergraduate and graduate. Provide short term individual and couples psychotherapy up to 17 hours a week. Provide urgent/risk assessment hours for students in crisis up to 2x a week. 	75% of time Responsibilities
<ul style="list-style-type: none"> Produce timely, empirically supported, and confidential record keeping. Assist in the appropriate maintenance of records, preparation of reports, compliance with legal/ethical requirements, and other program administrative functions. 	10 % of time Responsibilities



<ul style="list-style-type: none"> • Coordinate care and referrals for students when appropriate; Cultivate and manage contacts to off-campus providers that students can be referred to for consultations, assessments, evaluations, medication evaluation, and treatment recommendations. 	3 % of time Responsibilities
<ul style="list-style-type: none"> • Participate in weekly to bi-monthly counseling team meetings. Participate as a team member in the Division of Student Affairs as schedule allows. 	2 % of time Responsibilities

Non-Essential Job Function(s) as schedule allows

<ul style="list-style-type: none"> • Assist in cultivating curiosity, awareness, and discussion around diversity and inclusion efforts in counseling center 	4% of time Responsibilities
<ul style="list-style-type: none"> • May help co-coordinate and provide mental health outreach and workshops for students on a variety of subjects and areas of expertise. 	3% of time Responsibilities
<ul style="list-style-type: none"> • Performs additional duties as required. 	3 % of time Responsibilities

Supervisory Responsibility

No Supervisory Responsibilities; participation in weekly or bi-monthly team meetings is required.

Minimum Qualifications

- Applicant must possess at least a Masters degree in Counseling, Psychology or a specific, related field. A license issued by the Board of Behavioral Sciences and/or The California Board of Psychology is required. If the licensure is out of state, must comply with regulations for obtaining licensure in order to practice in California. If an unlicensed applicant is an exceptional fit for needs and environment of counseling program and is active in pursuing licensure in California (licensed within 4 months) applications may be considered with temporary supervision to be provided by Senior Staff Psychologist until applicant is licensed.
- Significant clinical experience with young adults, and high level of competency with a wide range of clinical issues.
- Knowledge of the college environment and of the special issues and needs of students of the arts preferred.



California College of the Arts

- Must be well-versed in the theory and practice of contemporary relationally oriented psychotherapy, and be open to continuing to develop professionally in tune with the changing needs of CCA students.
- Current knowledge of social justice oriented practices and experience working with a diverse population as well as the ability to integrate knowledge of inclusion, oppression, privilege, and power in to one's professional practice is required.
- Experience in brief psychodynamic therapy and a personal background or interest in the arts is desired.
- **REQUIRED DOCUMENTS:**
- Please include complete CV, cover letter, and contact information for 2-3 references. Applications without this documentation will not be considered.

Working Conditions

- Climate controlled office environment.
- Early to mid evening work (between 5 and 8 pm) may be required on some evenings

Physical Requirements

- Sitting for extended periods of time
- Reasonable accommodations will be provided, as needed, so job functions can be performed.