

# Student Wellness Advocate

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## Posting Details

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### Position Information

<b>Posting Number</b>	S140626
<b>Position Title</b>	Student Wellness Advocate
<b>Department</b>	Office of Student Rights & Responsibilities
<b>Division</b>	Student Development
<b>Classification</b>	Professional
<b>FLSA Classification</b>	Exempt
<b>Union/Non Union</b>	Non Union
<b>Full Time / Part Time?</b>	Full Time
<b>Hours per week</b>	40
<b>Temporary?</b>	No

### Posting Detail Information

<b>Posting Date</b>	04/05/2019
<b>Closing Date</b>	05/02/2019
<b>Open Until Filled</b>	No

<b>Special Instructions to Applicants</b>	<p>For full consideration, unofficial transcripts for the required degree (if applicable) must be attached and submitted at the time of application.</p> <p>All offers of employment are contingent upon the following:</p> <ul style="list-style-type: none"><li>• Post-offer, satisfactory results of pre-employment background check</li><li>• Post-offer, satisfactory results of pre-employment Drug Screening for employees that are new to the College</li><li>• Post-offer, satisfactory results of pre-employment physical exam in circumstances where the nature of the work renders it appropriate or where Federal law or regulation requires</li></ul>
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### Advertising Summary

Would you like to work for one of the first choices of employment?

Do you want to be part of a strategic organization?

One that prides itself on educating our future workforce.

Tucked in the middle of a wildlife preserve, bridging the banks of a lake and surrounded by its own Arboretum, Joliet Junior College is an educational community that embraces diversity and promotes personal growth. Each year, more than 35,000 students find the diverse, comprehensive high quality educational experience they are looking for at JJC. We hope that you will take a few minutes to explore the job opportunities we have available and consider becoming a part of this experience.

The recruitment of qualified and diverse faculty and staff is the cornerstone of JJC's commitment to an innovative, collaborative and inclusive educational community. At JJC, we respect the wealth of knowledge and experience each of our employees brings to the workplace. The college supports this commitment by providing **full-time** employees with a comprehensive benefits package for our full-time employees including:

**Blue Cross Blue Shield of Illinois (employee & family)**

- Medical
- Dental
- Vision

**Flexible Spending Account**

**403(b) and 457(b) option for pre-tax retirement savings**

**Joliet Junior College Tuition Assistance (employee & family)**

**Long Term Disability**

**Life Insurance & a comprehensive leave plan including:**

- Federal holidays
- Vacation
- Personal
- Sick

**Link to Human Resources website**

<http://www.jjc.edu/about-jjc/college-leadership/administration/human-resources>

**Job Description**

POSITION TITLE: STUDENT WELLNESS ADVOCATE  
 STATUS: Full time  
 DEPARTMENT: Office of Student Rights & Responsibilities  
 DIVISION: Student Development  
 CLASSIFICATION: Exempt  
 UNION: Non-union  
 REPORTS TO: Dean of Students  
 PLACEMENT: Professional, grade S09

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The student population at the college is diverse in ethnicity, gender, language, age and background. Joliet Junior College is an AA/EO employer and strongly encourages applications from candidates who would enhance the diversity of its staff.

**POSITION SUMMARY**

The Student Wellness Advocate primarily works with emerging, urgent or unexpected student situations involving medical, behavioral, mental health, or personal crises that impact students' well-being and ability to successfully function in the college community.

Under general supervision of the Dean of Students (with a reporting line to the Vice President for Student Development), provides short-term counseling and crisis intervention for students, and consultation with BIT Team, faculty, staff, individual students, and parent of students (FERPA released) regarding student issues and concerns.

#### ESSENTIAL JOB DUTIES AND KEY RESPONSIBILITIES

1. Provide short-term counseling to assess and mitigate risk and make appropriate referrals for students in need of more intensive mental health support. In addition, provide group support sessions.
2. Will respond, assess, and follow up as needed with students for routine, urgent, and emergency situations involving student safety and well-being.
3. Will provide crisis intervention and/or management, as appropriate.
4. Will serve as a primary point-of-contact for coordinating and facilitating both internal and external resource referrals and will help facilitate a student's access to, and appropriate utilization of, College and/or community services such as mental health, medical, sexual assault, domestic violence, housing, food banks, and others.
5. Maintain records of incidents and intervention responses, adhering to professional and college standards.
6. Will establish and maintain close working relationships with the Division of Student Development, including: Office of Student Rights & Responsibilities, Disability Services, Campus Police, College's Behavioral and Threat Assessment Team
7. In addition, the Behavioral Health and Wellness Advocate develops and maintains collaborative relationships with community agencies and resources.
8. Will serve as a member of the College Behavioral and Threat Assessment Team.
9. Participate in on-call system and respond to student crises as assigned.
10. Be available to respond to after-hours and/or weekend emergencies on a limited basis, as part of an on-call rotation.
11. Provide training for faculty and staff related to working with students in distress.
12. Plan and conduct programs to promote prevention and awareness, including topics of sexual assault and prevention, suicide prevention, LGBTQIA issues, substance abuse, and inform campus groups on services and referral processes, and lead other health and wellness initiatives. Including a focus on underrepresented student populations, including but not limited to Latinx, African-American, LGBTQI, and International students.
13. Participate in on-going professional development and departmental meetings.
14. Perform other job-related duties as assigned.

#### MINIMUM QUALIFICATIONS

1. Master's in psychology or clinical/mental health counseling prior to start date with license in Illinois.
2. Licensed or license eligible LCPC, LCSW, in the state of Illinois by start date.
3. Experience working with clients/students with mental health concerns, including risk and threat assessment.
4. Crisis intervention/management experience.
5. Previous experience working in multi-disciplinary groups or teams and/or interdepartmental communication and coordination.
6. Interest and ability in providing group services.
7. Excellent interpersonal and communication skills with the ability to write and present educational programs and to make presentations to large groups.
8. Demonstrate a commitment to building and maintaining relationships with multi-culturally diverse students and colleagues. This includes prior experience, an ongoing commitment, and relevant ability to engage and

- work with a multi-culturally diverse student population, including LGBTQIA.
9. Ability to work flexible hours including some evening hours consistent with student needs is necessary.
  10. Experience and skills with use of online and social media to enhance services.
  11. Ability and means to travel between campus locations and to and from community events.

#### PREFERRED QUALIFICATIONS

1. Psychological services in a university/college counseling center.
2. Interest and ability in providing group services.
3. Interest and experience working with a range of diverse student identities and needs; e.g., international, historically underrepresented or underserved students, LGBTQ identified students, and student with disabilities.
4. Experience and skills with use of online and social media to enhance services.

#### PHYSICAL DEMANDS

1. Normal office physical demands.
2. Ability to travel between campus locations and to and from community events.
3. Ability to travel in state and nationally.

#### WORKING CONDITIONS

1. Duties are performed indoors in the usual office and/or outdoor environment.

Application Procedures: "Apply to this Job  
at <https://employment.jjc.edu/postings/3710>"

Application Deadline: May 2, 2019

All offers of employment are contingent upon the following:

- Satisfactory results of a background check
- Post-offer, pre-employment Drug Screening for employees that are new to the College
- Post-offer, pre-employment physical exam in circumstances where the nature of the work renders it appropriate or where Federal law or regulation requires

Joliet Junior College is an equal opportunity/affirmative action college supporting diversity.

#### ANNUAL CLERY SAFETY REPORT (ASR) NOTICE FIRE SAFETY REPORT (FSA) and MISSING PERSON POLICY (MPP) FOR STUDENTS RESIDING IN "ON CAMPUS" STUDENT HOUSING

Joliet Junior College is committed to assisting members of the JJC community in providing for their own safety and security. The annual CLERY security compliance document along with the Fire Safety Report (FSR) and the Missing Person Policy (MPP) for students residing in "on campus" student housing is available at the JJC Police Department website : [www.jjc.edu/cleryreport](http://www.jjc.edu/cleryreport)

If you would like to receive the ASR, FSR or MPP in booklet form, you may stop by the Campus Police Department located on Main Campus in G 1013 or call Campus Police at 815-280-2234. The website and booklet contain information regarding campus security and personal safety such as crime prevention and reporting, police law enforcement authority, disciplinary procedures and other related security policies. They also contain information about crime statistics for the three previous years for all JJC campuses, property owned and controlled by JJC District 525 and on public property immediately adjacent to JJC campuses.

This information is required by law and is made available by the Joliet Junior College Police Department.

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## Supplemental Questions

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Required fields are indicated with an asterisk (\*).

1. \* Do you possess, or will you possess a Master's in psychology or clinical/mental health counseling prior to start date with license in Illinois.
    - Yes
    - No
  2. \* Are you licensed or a license eligible LCPC, LCSW, in the state of Illinois willing to obtain the license by your start date or within 30 days of hire.
    - Yes
    - No
  3. \* Do you have any experience working with clients/students with mental health concerns, including risk and threat assessment?
    - Yes
    - No
  4. \* Do you have any experience with Crisis intervention/management?
    - Yes
    - No
  5. \* Do you have any experience working in multi-disciplinary groups or teams and/or interdepartmental communication and coordination?
    - Yes
    - No
  6. \* Are you able and willing to provide group services when needed?
    - Yes
    - No
  7. \* Are you able and willing to write and give educational program presentations to large groups?
    - Yes
    - No
  8. \* In your current or previous position(s), how have you demonstrated a commitment to building and maintaining relationships particularly with multi-culturally diverse students and colleagues. Please limit your response to no more than four sentences. If you do not have any experience with this, type 'none'.  
  
(Open Ended Question)
  9. \* Are you able and willing to work flexible hours including some evening hours consistent with student needs is necessary.
    - Yes
    - No
  10. \* Do you have any experience and skills with using online and social media to enhance services? If yes, briefly tell us about your experience and skills with this. Please limit your response to no more than four sentences.
    - Yes
    - No
  11. \* Do you have the ability and means to travel between campus locations and to and from community events?
    - Yes
    - No
  12. \* Do you have any experience working in Psychological services at a university/college counseling center?
    - Yes
    - No
  13. \* Do you have experience with and are willing to work with a range of diverse student identities and needs?
    - Yes
    - No
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## Applicant Documents

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### Required Documents

1. Resume
2. Cover Letter
3. Unofficial Transcripts

### Optional Documents

1. Certification or License