



JOB CODE: SA/CN01

Job Description

Job Title: Counselor
FLSA Status: Exempt
Grade: N/A
Department: Student Affairs
Reports to: Vice President of Academic and Student Affairs

Job Summary

This position is responsible for providing direct and indirect professional counseling services for Gillette College students within the scope of services offered by Counseling Services. Direct services include brief, short-term treatment for the full range of mental conditions, including complex mental disorders. Treatment modalities provided by this position include individual, multi-person, group counseling, crisis intervention, and psychological assessment as needed. Indirect services include case management, consultation, referrals, collaboration with departments across campus, and outreach/preventive programming. This position collaborates and consults with other counselors, social workers, psychologists, psychiatrists, and medical providers, as well as all other community agencies in our community to ensure effective treatment for students. This position will participate in the Campus Assessment Response and Evaluation (CARE) Team and other committees as appropriate. This position will also work closely with other college departments regarding multicultural events and diversity/equity/inclusion initiatives.

Essential Duties and Responsibilities

- Provide in-person and/or virtual counseling services to include individual counseling, evaluation, and emergency response
- Demonstrate a thorough knowledge of psychology and counseling theory and techniques by way of treatments and activities utilized in counseling
- Manage crises and psychological emergencies
- Make appropriate referrals to local agencies and services as necessary
- Provide initial intake evaluation and short-term counseling to students
- Maintain records of counseling activity in accordance with prudent professional practice through current record-keeping
- Provide ongoing passive and active programs that bring awareness to mental health illness, resources, and support
- Participate in Campus Assessment Response and Evaluation (CARE) Team
- Participate in other committees as appropriate
- Conduct screenings for depression, anxiety, and other mental health diagnoses
- Update mental health resources on multiple platforms across the campus
- Maintain strict confidentiality of all client records and maintain strict adherence accordance to the appropriate code of ethics
- Other duties as assigned

Knowledge, Skills, and Abilities Required by the Position

- Ability to work with a wide variety of college aged students with diverse backgrounds
- Ability to foster and cultivate community partnerships
- Ability to engage college students in mental health programming
- Microsoft office, Excel, Publisher, Canva
- Preferred certification in QPR
- Preferred certification in ASIST

Working Conditions/Physical Requirements

- Prolonged periods of sitting at a desk
- Must be able to lift up to 20 pounds
- Must be able to traverse various athletic grounds and facilities

Supervisory and Management Responsibility

- None

Minimum Qualifications

- Wyoming LPC or LCSW licensure in good standing required
- Master's degree in psychology, counseling, or social work required
- 3 years of experience required
- Preferred higher education counseling experience

Complete applications will contain a cover letter, resume, GCCD application, copies of graduate and undergraduate transcripts (official transcripts need to be supplied at the time of the interview), and contact information for three (3) professional references.

HOW TO APPLY: VISIT WWW.GILLETTECOLLEGE.ORG OR SUBMIT THE REQUIRED DOCUMENTS TO DSANDERS@GILLETTECOLLEGE.ORG

Equal Opportunity and Affirmative Action Employer

Gillette Community College District is an equal opportunity institution and as such, does not discriminate on the basis of race, sex, color, national origin, religion, age, veteran status, political affiliation, disability, sexual orientation, gender identity, or any other characteristic protected under applicable federal, state, or local law in admission or access to or treatment or employment in its educational programs or activities. Direct inquiries or complaints to Kristyn Percifield, Human Resources Director, 300 W Sinclair Drive, Gillette, WY 82718, or kpercifield@gillettecollege.org, or the U.S. Department of Education, Office for Civil Rights, 1244 Speer Blvd., Ste. 310, Denver, CO 80204-3582, 303-844-5695 or TDD 303-844-3417.
