

**North Country Community College**  
**23 Santanoni Avenue**  
**Saranac Lake, NY 12983**

**POSITION DESCRIPTION**  
**Coordinator of Student Wellness & Support Services**  
**Ticonderoga Campus**

<b>Job Title:</b>	Coordinator of Student Wellness & Support Services
<b>Job Status:</b>	Full-Time/NCCCAP/ 164 day
<b>Department:</b>	Student Life Office
<b>Immediate Supervisor:</b>	Dean of Student Life
<b>Area Supervisor:</b>	College President
<b>Supervision Exercised:</b>	Student Workers

**GENERAL STATEMENT OF DUTIES:**

Assists the Dean of Student Life in meeting the College's mission as it pertains to student life issues. Serve as on-campus counseling service provider for the Ticonderoga Campus, including maintain the confidential nature of this work, and advisor to Ticonderoga Campus student governance and activities boards.

**EXAMPLES OF DUTIES:**

1. Provide individual and group counseling for NCCC students to address a variety of mental health and adjustment difficulties.
2. Serve as a resource and referral agent for student needs. Ability to successfully connect students to on or off campus resources and support services as appropriate.
3. Maintain updated knowledge of legal, ethical, and professional issues including a working knowledge of DSM criteria, recommended therapeutic interventions and psychopharmacological treatments.
4. Maintain complete documentation and accurate records, prepare monthly and annual reports as assigned.
5. Demonstrate ability to make clinical and ethical decisions in a team-based environment.
6. Collaborate on early identification and intervention of at-risk students with other staff and faculty. Serve on the Behavioral Intervention Team and provide necessary student intervention outreach and crisis response. Assistance with crisis response and emergencies as necessary.
7. Participate in the hiring, training, and co-supervision of Peer Mentors/Peer Educators for educational programming on alcohol, sexual health, healthy relationships, diversity, and other identified areas of need as well as to assist with new student orientation efforts.
8. Develop, implement, and present outreach, programming, and workshops related to but not limited to prevention education, career skills, transfer advisement, and leadership development.
9. Assist with the design, planning, and implementation and review of applicable departmental and college-wide policies and procedures.
10. Serve on College committees as available and needed.
11. Provide collaborative leadership of Student Life programs, services, and processes.
12. Promote a strong commitment to diversity, affirmative action, and student equity.

13. Work collaboratively with other College departments including but not limited to Academic Affairs, Enrollment, and the Center for Lifelong Learning.
14. Assist with coordinating and implementing Campus Safety services and initiatives.
15. Perform other duties incidental to the work described herein, or as assigned by the Dean of Student Life.  
Examples include but are not limited to support and advisement of student governance, campus activities, career services, and new student orientation.

**MINIMUM QUALIFICATIONS:**

1. Licensed as a Clinical Social Worker (LCSW) or a Professional Counselor (LMHC) in the State of New York.
2. Previous clinical experience, preferably with a college-aged population, OR previous higher education experience in crisis intervention, individual and group counseling, peer education, prevention education program development and delivery.
3. Must maintain appropriate professional boundaries with students
4. Must possess excellent written and verbal communication skills and strong interpersonal skills
5. Ability to demonstrate standard office computer proficiency

Salary and benefits competitive and commensurate with experience.

**Application**

Review of applications will begin on **Feb. 1, 2019** and will continue until the position is filled. To apply for this position, upload your resume, position-specific cover letter, and the names/contact info of three professional references as a single pdf document to **tara.smith@nccc.edu**.

The position will be filled when an appropriate candidate is identified and is available as early as **August 19, 2019**.

AAE/EOE. Visit North Country Community College at [www.nccc.edu](http://www.nccc.edu)