

NORTH COUNTRY COMMUNITY COLLEGE
23 Santanoni Avenue
Saranac Lake, New York 12983

POSITION DESCRIPTION
Student Health and Wellness Counselor

Job Title: Student Health and Wellness Counselor

Job Status: Full-time Temporary (NCCCAP)

Department: Student Affairs

Supervisor: Associate Vice President of Student Affairs

North Country Community College (NCCC) is a small community college serving Essex and Franklin Counties since 1967. The main campus is located in Saranac Lake, with additional campuses in Malone and Ticonderoga. While the College offers numerous majors, including several occupational programs, the College focuses on a liberal arts education as a foundation for any degree program. Several courses and programs are offered in multiple modalities from fully on-campus to fully online. Class size tends to be relatively small, providing opportunities for individualized instruction and focused academic advisement for each student.

General Job Description: The Student Health and Wellness Counselor is part of the Student Affairs area whose work plays a crucial role in supporting the mental health and overall well-being of our students. The Student Health and Wellness Counselor will provide mental health assessments, triage, short-term counseling (when appropriate), referrals, develop and implement student wellness programming, and connect students with essential resources to meet their basic needs. Additionally, the individual is expected to be an active member of the Behavioral Intervention Team, and act as a campus resource for mental health, addiction, and wellness-related issues. The position is a *fiscal year* appointment and will be based in Saranac Lake with responsibilities at all three campuses.

Major Duties and Responsibilities:

1. Support student well-being and success through developing and implementing wellness programs aimed at promoting mental health and well-being.
2. Be a mental health resource for students and, where appropriate, provide mental health/crisis assessments, mental health counseling, triage services to determine the urgency and higher level/type of care needed, and referrals to appropriate mental health services and community resources, where needed.
3. Assist students in accessing resources for basic needs, such as housing, food, and financial assistance.
4. Participate as a member of the Behavioral Intervention Team to identify and support students in distress, as well as the Emergency Response Team.
5. Act as a campus resource for students and colleagues on issues related to mental health, wellness and addiction, providing support and referrals as needed.
6. Serve as a resource for the College's Title IX Coordinator, helping ensure compliance with Title IX regulations and addressing issues related to sexual harassment and discrimination.

7. Support the College's ADA/504 Coordinator to ensure students are provided with the appropriate accommodations they are entitled to.
8. Collaborate with faculty, staff, and external partners to support student success, including Student Affairs colleagues, ADA/504 Coordinator, Academic and Career Advisors, Athletic Director, and the Learning Assistance Center, among others.
9. Maintain accurate and confidential records of student interactions and services provided and provide monthly reports regarding utilization of services by students.
10. Participate in ongoing professional development and training related to core job functions including counseling and related areas.
11. Serve on College committees and participate in College Governance.
12. Develop with supervisor and maintain a professional growth plan.
13. Conduct oneself in a professional manner promoting good relations with college employees, students, parents, local community members, jurisdictional representatives, and visitors.
14. Maintain an awareness of, and function within, the current requirements of the NCCC Rights and Responsibilities, Equity Action Plan and Drug Awareness Plan, and other related employment requirements as outlined in the current NCCCAP Collective Bargaining Agreement (CBA).
15. Be cognizant of and maintain appropriate behavior as outlined in all College policies.
16. Perform other duties as assigned by the Associate Vice President for Student Affairs.

Principal Performance Requirements:

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Minimum Qualifications:

1. **Education:** Master's degree in social work (MSW) or related field from a regionally accredited college or university. A Licensed Clinical Social Worker (LCSW) or equivalent licensure is preferred.
2. **Experience:** Demonstrated experience in mental health assessment, crisis intervention, wellness, and case management. A strong understanding of community resources and referral processes. Demonstrated ability to work collaboratively with a diverse student population and campus community. Higher education experience is preferred.

Key Competencies

1. Experience with mental health counseling and support.

2. Effective interpersonal, organizational and communication skills, oral and written.
3. Experience working with students in an educational setting, particularly higher education.
4. Demonstrated ability to work collaboratively with internal and external partners.
5. Demonstrated ability to effectively use technology to support the work of the position.

Salary Information:

Salary range is \$50,000-\$55,000/year and is based on experience and level of education.

College Non-Discrimination Statement:

North Country Community College does not discriminate. We embrace and encourage the celebration of differences and affirm the rights of individuals guaranteed by state and federal laws and the U.S. Constitution. We reject all manifestations of discrimination or harassment on the basis of race, color, national origin, religion, creed, age, disability, self-identified sex, gender identity or expression, status of being transgender, sexual orientation, familial status, pregnancy, predisposing genetic characteristics, carrier status, military or U.S.