

**Counselor I**

Position Details

Job Code:

Department: Counseling & Advocacy Center

Division: EMSS

Reports to: Director of Counseling & Advocacy Center

Positions Supervised:None

Location: Main Campus Upper Jewell Room 3371

Job Purpose

The mission of the Counseling & Advocacy Center is to provide services which help students overcome life challenges to achieve academic success and attain their educational goals. The Counselor I position will be engaged in multiple areas of campus life in order to fulfill that mission.

Kansas City Kansas Community College (KCKCC) is currently searching for a full-time counselor to provide high quality, counseling services for students enrolled at all KCKCC location while supporting the institution’s mission, vision, and strategic plan.

Position Description

Reporting to the Director of the Counseling & Advocacy Center, the Counselor I will be responsible for:

* Short-term personal counseling service, including assessment, treatment planning, intervention and appropriate documentation of services.
* Counseling diverse populations with unique needs such as veterans, LGBT and nontraditional students.
* Providing counseling and educational programs on substance abuse prevention and tobacco cessation
* Creation and provision of a variety of support services, ranging from self-care groups, addiction recovery supports, test anxiety assistance, grief and loss supports, and adjustment to college life.
* Collaborate with departments in the Student Services division, various departments and campus groups to implement activities and events that promote mental health and wellness of students and employees.
* Referral of students to appropriate campus and/or community resources for financial assistance, medical resources, and other community resources.
* Serve as an advocate to support persons in Title IX cases as well as provide advocacy for persons who have experienced domestic violence and other forms of abuse or victimization.
* Assist with activities that promote the work of the counseling team on campus and in the community.
* Assist with the campus food pantry.

Position Qualifications and/or Education

Minimum Qualifications and/or Education

* A Master’s degree in Counseling, Social Work, or Psychology, and current professional license in the state of Kansas.
* Minimum of two years’ experience as a counselor with a broad general counseling knowledge of treatment interventions for mental illness, relationship issues, behavioral concerns, crisis counseling, and career counseling.

Preferred Qualifications and/or Education

* Bilingual candidate fluent in Spanish
* Clinical licensure at the independent level
* Experience counseling college populations
* Group counseling experience
* Teaching experience in higher education
* Experience in the creation of educational health programs
* Proficiency in the use of computer programs and applications like Microsoft office suite and Adobe products

Physical Requirements

The employee is regularly required to sit for long periods of time, to use hands, and reach with hands and arms to use the computer. The employee is required to stand, walk, talk or hear. The employee will be required to look at or view a computer screen. While performing the duties of this job, the employee will occasionally push or lift items. The employee is directly responsible for the safety, well-being of personnel and work output. The position requires the individual to meet multiple demands from several people and interact with the public and other college faculty, staff and students. While performing the duties of this job, the employee is frequently required to stand, talk, hear, walk, sit, and occasionally push or lift items. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Schedule

Must be able to work a variable schedule/hour to meet operational needs. May require evening and weekend hours.

Typically works 35 hours across 5 days, Monday thru Friday.

Job Classification

Compensation: Is commensurate with education outlined in the collective bargaining contract

Employee category: Faculty

Position Type: Full-Time Faculty- 212 days

FLSA status: Exempt

Application Deadline/ To Apply:

**Visit**[**www.kckcc.edu**](http://www.kckcc.edu/)**and click on**[**CAREERS**](https://kckcc.applicantstack.com/x/careers)**for a list of available positions.**

* Read the job announcement carefully noting the minimum qualifications and required information. Note that information contained in your application materials will be used to determine if you meet the minimum qualifications for the position. Make sure you complete/submit all the documents listed as required.
* During the application process, unofficial transcripts may be submitted. However, please note that upon selection for hire, you will be required to submit official transcripts.
* Ensure that your transcripts show that a degree was awarded or conferred if you are stating that it is your highest level of education completed. If you certify your level of education and it cannot be verified from your transcript(s), your application may not be referred to the selection committee.
* Foreign degrees are acceptable provided they have been translated and/or shown to have equivalency to a United States: Associate, Bachelor, Master, or Doctorate level degree.
* Documentation verifying completion of a degree, course work within a discipline, or other educational criteria should be electronically attached (uploaded) to your application.
* Three (3) professional references with phone number and email addresses are required.
* A college selection committee is responsible for application review and interviews. The final candidate(s) selected to be hired will be made by the hiring manager.

* Successful completion of a background check on all persons recommended for employment is required Individual hiring departments may elect to administer pre-employment tests, which are relevant to essential job functions as part of the applicant selection/hiring process.

**\*\*\*This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor. This job description may be revised upon development of other duties and changes in responsibilities.**

**EOE/M/F/Vet/Disabled**