

THE UNIVERSITY OF WYOMING JOB DESCRIPTION

This is a description of a staff position at the University of Wyoming not a job opening announcement. Look for current job openings at the following link: [UW Human Resources](#).

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Title: MENTAL HEALTH COUNSELOR, AWARE PROGRAMS

Reports To: Designated Supervisor

UW Job Code: 3471

UW Job Family: 3A - Health/Medical Professional

SOC Code: 21-1014

FLSA: Exempt

Pay Grade: 23

Date: 4-12-19

JOB PURPOSE:

Provide drop-in services, assessment, diagnosis, direct clinical counseling, group counseling, referral of UW students to other services, as well as on-call emergency services; provide consultation & outreach services; and, participate in University Counseling Center meetings. Provide leadership, daily supervision, educational interventions, and coordination of AWARE program (Alcohol Wellness Alternatives, Research, & Education). Serve as a point person on campus for educational alcohol, marijuana and other drug intervention services. Work closely with the Wellness Center regarding primary prevention alcohol, marijuana and other drugs educational programming.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provide mental health assessment through drop-in appointments, intake appointments, and daytime and after-hours crisis services; provide group counseling and individual counseling; provide referral and associated support to UW students, when needed.
- Provide emergency mental health services and outreach services during non-office hours as assigned.
- Complete necessary and required clinical and administrative paperwork in timely manner and consistent with professional and office expectations.
- Design, implement, coordinate, and deliver alcohol and drug educational intervention programs for referred students using best practices.
- Work with students referred to AWARE by providing individual, group, and online education.
- Collect, analyze, and report data for evaluation purposes.
- May participate in campus or community coalitions, task forces, or committees.
- Recruit, hire, train, and supervise graduate students or part-time staff; manage AWARE personnel/graduate students.
- Develop and administer training programs for graduate student staff regarding substance abuse prevention and intervention approaches.

- Represent AWARE program and policies to campus and academic/administrative entities.
- Oversee maintenance and provide limited staffing of collegiate recovery room.
- Participate in staff meetings, case conferences and other associated meetings as deemed necessary by the Director.
- Be a knowledgeable advocate of multicultural and diversity issues in alcohol and drug education and counseling.
- Perform essential duties and functions during stressful situations.

SUPPLEMENTAL FUNCTIONS:

- Maintain effective relationships and communicate with campus and local judicial offices.
- Conduct evaluations of services, assist in research and prepare documents for the institution.
- Participate in professional development opportunities and in-service training.

COMPETENCIES:

- Sensitivity
- Integrity
- Stress tolerance
- Work Prioritization & Management
- Visionary Leadership
- Analysis/Problem Identification
- Technical/Professional Knowledge

MINIMUM QUALIFICATIONS:

Education: **Master's degree**

Experience: **2 years work-related experience**

Required licensure, certification, registration or other requirements:

- **Licensure as a counselor, social worker (LPC, LCSW), or status as a postdoctoral fellow in Clinical or Counseling Psychology, or have temporary licensure pending the completion of the licensure process.**

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Best practice prevention strategies and educational intervention strategies for alcohol and drug abuse management in the college-aged population.
- Multicultural and diversity issues in alcohol and drug education and counseling in order to provide effective services to all UW students and act as an advocate of diversity and inclusion.
- Continuum of community assessment, treatment and support services specifically relating to drugs and alcohol.
- Community resources and agencies concerned with substance abuse services.
- Social, cultural, psychological, and economic factors that contribute to substance abuse.
- Current trends and treatment modalities for substance abuse and their application.
- Applicable federal, state and university regulations.
- University of Wyoming's drug and alcohol policies, regulations, and programs.

- Program development, implementation, and assessment.
- Principles of human behavior modification.
- Report writing and policy revision.
- Professional ethical guidelines.
- Group counseling and crisis intervention services.
- Adolescent and/or adult counseling.
- Mental health issues educating processes and techniques.
- Human behavior and performance.
- Individual differences in ability, personality, and interests.
- Assessment and treatment of behavioral and affective disorders.
- Clinical operations and procedures.
- Community mental health resources.
- Principles and methods of social and vocational rehabilitation as they relate to mental health clinical practices.
- Legal and ethical issues related to patients' rights.
- Community support services.
- Principles and processes for providing customer and personal services.
- Principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and measurement of training effects.

Skills and Abilities to:

- Provide individual and group alcohol and drug educational interventions in the college-aged population.
- Respond to state and federal mandates.
- Conceptualize or modify programs.
- Effectively communicate in written and verbal form.
- Perform essential functions under stressful situations.
- Maintain confidentiality.
- Adhere to professional ethical guidelines.
- Make administrative/procedural decisions and judgments.
- Interviewing and psychological/developmental evaluation.
- Maintain emotional stability to cope with human suffering, emergencies, and other stresses.
- Create, compose and edit written materials.
- Observe, assess, and record symptoms, reactions, and progress.
- Lead and train staff and/or students.
- Evaluate the progress of therapeutic programs and make individual modifications.
- Prepare and maintain patient records.
- Work effectively with a wide range of constituencies in a diverse community.
- Foster a cooperative working environment.

WORKING CONDITIONS:

No major sources of discomfort, standard office environment.

Authorized by Classification/Compensation, Human Resources

Employees may be requested to perform job-related tasks other than those specifically presented in this description. Participating in the University's hazardous waste minimization program is part of the job of each employee who uses (or may come in contact with) hazardous materials. Fair Labor Standards Act (exempt/non-exempt) is designated by position. University of Wyoming actively supports Americans with Disabilities Act and will consider reasonable accommodations.