

ARKANSAS SCHOOL FOR MATHEMATICS, SCIENCES, AND THE ARTS

JOB DESCRIPTION

POSITION: Licensed Professional Counselor (10 month)

REPORTS TO: Dean of Students

PURPOSE OF POSITION: To provide a range of clinical responsibilities and projects related to the social and emotional wellbeing of ASMSA students.

CLASSIFICATION: Exempt

RESPONSIBILITIES AND PERFORMANCE STANDARDS:

Duties include, but are not limited to:

A. Provides internal, clinical services pertaining to the social and emotional wellbeing of ASMSA students.

- Receives referrals from ASMSA administrators, faculty, and staff.
- Assesses the mental and behavioral health status of referred students.
- Offers treatment in individual modality to students in need through counseling/talk therapy to scheduled patients utilizing professional counseling standards.
- Facilitates other services such as crisis triage, group therapy, psycho education, outreach and assessment as part of ASMSA's Student Development program.
- Formulates short-term and long-term counseling plans for patients under care.
- Related case management duties include working with students, their families, off campus care providers, and on campus support services. learning opportunities.

B. Facilitates crisis services as needed.

- Identifies patients with urgent mental health conditions (e.g. suicidal, homicidal, psychotic, etc.) and makes appropriate referrals to available emergency or psychiatric treatment facilities.

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C. Organizes and Maintains Student Mental Wellness Program:

- Serves as a member of the ASMSA Student Strategies Team.
- Prepares monthly productivity reports.
- Prepares reports for quality improvement.
- Provides in-service training on relevant topics for faculty and staff as requested.
- Maintains quality care through participation in peer review, policy development, and quality improvement programs.
- Maintains appropriate documentation of clinical and counseling services, including all necessary billing information.
- Maintains and updates professional knowledge and proficiency through continuing education, staff meetings, workshops and serving on special committees.
- Maintains appropriate confidentiality while following all federal, state, and local legal guidelines.

REQUIREMENTS AND QUALIFICATIONS:

A. Education:

- Master's degree in Mental Health Counseling, Social Work, Psychology or Educational Psychology
- Current Arkansas license/eligibility must be obtained within 6 months of hire date in one of the following helping professions: Licensed Professional Counselor/Mental Health Service Provider; Licensed Clinical Social Worker; Senior Psychological Examiner.
- Experience in student support programs, with a preference for familiarity with gifted and talented student populations

B. Skills, Knowledge, Abilities:

- Knowledge of computer software programs.
- Exemplary interpersonal skills and ability to establish quick rapport with students.
- Good organizational skills.
- Strong verbal, and writing skills.
- Willingness to perform relevant duties as assigned.