



HIGH POINT UNIVERSITY
Position Description

Job Title: Prevention Specialist and Clinical Counselor	Department: Student Life
Position Reports To: (Title) Director of Counseling Services	FLSA: Exempt
Date of Last Revision: 6/23/17	

POSITION SUMMARY:

The Prevention Specialist and Clinical Counselor position supports the development and implementation of pertinent groups, awareness and prevention programs for HPU students on topics pertaining to critical issues in college mental health. Issues may include suicide prevention, sexual assault prevention, addiction and recovery awareness, along with targeted work with high risk student populations. Data collection and analysis of community trends to improve Wellness Education efforts will be important for the successful candidate. The candidate for this position also provides short-term and/or long-term developmental counseling support services for High Point University students in a variety of formats and dimensions which may include provision of group therapy.

QUALIFICATIONS:

Education:

- Master’s degree in Counseling, Psychology or Social Work required

Experience and Training:

- Must be licensed by The North Carolina Board of Licensed Professional Counselors
- May be a Licensed Clinical Addiction Specialist (LCAS)
- LPCs must maintain their own individual professional liability coverage
- Licensed Clinical Social Workers will also be considered
- At least one year of clinical experience after licensure preferred
- Experience working with college or university counseling center preferred

Knowledge, Skills, Ability:

- Knowledge of broad range of individual and group counseling theories and methods
- Presentation and teaching skills
- Knowledge of college development theory
- Ability to use crisis intervention skills
- Excellent communication skills, both oral and written; strong interpersonal skills
- Ability to participate in clinical on-call rotation.
- Ability to maintain strict confidentiality of student information

ESSENTIAL FUNCTIONS:

- Plan, organize, and coordinate prevention activities and presentations, including: trainings, workshops, conferences, luncheons, grant writing and awareness events.
- Develop, implement and assess campus prevention programs.
- Design, execute and evaluation outreach efforts supportive of the Drug Free Schools and Campuses Regulations (EDGAR Part 86) in conjunction with the Substance Specialist.

- Gather information and analyze data for the purpose of evaluating and adjusting programs when necessary in accordance with funding program requirements.
- Provide appropriate screenings for students on a range of topics including but not limited to: eating disorders, depression, anxiety, relationship violence, stalking, addiction, stress reduction and substance use.
- Increase awareness about college mental health through collaborative prevention programming and workshops with Resident Directors, Student Conduct, Athletics, Disability Services, Health Services, and Greek Life.
- Support developmental education, as a part of the overall responsibility of Student Life
- Aid students in exploring all their options when considering a leave of absence or withdrawing from the University
- Create targeted prevention efforts with high risk populations across the university
- Support a psychological referral system for students
- Participate in a 24-hour on-call rotation with other counseling staff for students with psychological crises
- Maintain confidential, written clinical documentation of counseling sessions
- Support training and development for students and faculty as it relates to prevention issues
- Provide professional but not personal consultation services to individual faculty, programs and departments
- Support student self-help and wellness activities
- Maintain positive work atmosphere by acting and communicating effectively with students, parents, faculty, co-workers, and managers
- Perform other duties as assigned by the Executive Director of Counseling Services and/or the Senior Vice President of Student Life

ACCOUNTABILITY:

- Position reports to the Executive Director of Counseling Services
- Position is accountable to the ethical standards outlined by the American Counseling Association as well as all North Carolina State Mental Health Laws.
- Supports the academic and student life mission – ultimately student success – by providing effective and confidential counseling services

PHYSICAL REQUIREMENTS:

(Please check below any of the physical requirements for your job.)

- | | |
|---|---|
| <input checked="" type="checkbox"/> Seeing | <input type="checkbox"/> Ability to Move Distances Within and
and Between Warehouses/Offices |
| <input type="checkbox"/> Color Perception (Red, Green, Amber) | <input type="checkbox"/> Climbing |
| <input checked="" type="checkbox"/> Hearing/Listening | <input type="checkbox"/> Ability to Mount and Dismount Forklift/Truck |
| <input checked="" type="checkbox"/> Clear Speech | <input type="checkbox"/> Pushing/Pulling |
| <input checked="" type="checkbox"/> Touching | <input type="checkbox"/> Driving (local) |
| <input type="checkbox"/> Dexterity | <input type="checkbox"/> Driving (over the road) |
| <input type="checkbox"/> Hand | <input type="checkbox"/> Standing |
| <input type="checkbox"/> Finger | <input type="checkbox"/> Other (specify) |
| <input type="checkbox"/> Lifting (specify pounds) | <input type="checkbox"/> Other (specify) |
| <input type="checkbox"/> Carrying (specify pounds) | |

Mental/Reasoning Requirements:

- | | | |
|---|---|--|
| <input type="checkbox"/> Reading - Simple | <input checked="" type="checkbox"/> Writing- Complex | <input checked="" type="checkbox"/> Analysis/Comprehension |
| <input checked="" type="checkbox"/> Reading - Complex | <input checked="" type="checkbox"/> Clerical | <input checked="" type="checkbox"/> Judgment/Decision Making |
| <input type="checkbox"/> Writing - Simple | <input checked="" type="checkbox"/> Basic Math Skills | |

Work Environment:

- | | | |
|---|---------------------------------------|--|
| <input type="checkbox"/> Shift Work | <input type="checkbox"/> Outside | <input type="checkbox"/> Pressurized Equipment |
| <input type="checkbox"/> Works Alone | <input type="checkbox"/> Extreme Heat | <input type="checkbox"/> Moving Objects |
| <input checked="" type="checkbox"/> Works with Others | <input type="checkbox"/> Extreme Cold | <input type="checkbox"/> High Places |
| <input checked="" type="checkbox"/> Verbal Contact w/Others | <input type="checkbox"/> Noise | <input type="checkbox"/> Fumes/Odors |

Face-to-Face Contact
 Inside

Mechanical Equipment
 Electrical Equipment

Hazardous Materials
 Dirt Dust