



Job Description

Job Title: Professional Counselor

JTC: CCQ

Salary Range: N07

FLSA: Exempt

Since 1965, we have served more than 3 million students. Dallas County Community College District (DCCCD) is one of the largest community college systems in the state of Texas, which includes seven independently accredited colleges located around the Dallas/Fort Worth area.

POSITION SUMMARY

Responsible for the provision of counseling services for students, including personal counseling, crisis intervention, assessment and referral, as well as faculty consultations. The professional counselor assists with developing and implementing college-wide counseling programs.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of the principles, theories and practices of mental health, career, and academic counseling and adherence to professional ethical standards. Knowledge of modern/current counseling practices and methods and follows policies and procedures of the District.

Experience in administration and assessment of psychological, academic and career testing instruments. Ability to maintain records, prepare reports and correspondence. Ability to handle information in a confidential and professional manner.

Ability to form and maintain effective counseling relationships with clients. Sensitive, creativity and an understanding of people and their interactions. Must have the ability to function effectively in a diverse environment.

Extensive experience in leading the process of ongoing strategic planning. Ability to establish priorities, oversees progress towards goals and track details. Identifies problems, may involve others in seeking solutions, conducts appropriate analyses, searches for best solutions and responds quickly to new challenges.

Must be well organized and able to communicate and work collaboratively with colleagues, campus departments and student groups. Outstanding and effective communication skills demonstrated by the ability to interact effectively and professionally with a wide range of diverse individuals.

PHYSICAL REQUIREMENTS

Normal physical job functions performed within a standard office environment. Reasonable accommodations may be made to individuals with physical challenges to perform the essential duties and responsibilities.

MINIMUM KNOWLEDGE AND EXPERIENCE

Master's degree in psychology, counseling, sociology, social work, or an equivalent field at a regionally accredited four-year college or university plus two years of experience providing individual and/or group counseling for a caseload of clients. Licensure as a professional counselor, clinical social worker, or psychologist from a state or national certifying association. Official transcripts/certifications are required. ***Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***

ESSENTIAL DUTIES AND RESPONSIBILITIES

Provides personal counseling services to currently enrolled students. Delivers crisis counseling when necessary. Counsel and support students in the resolution of personal, social and/or disability related issues that may be barriers to academic success.

Publicize counseling services for campus awareness. Provide programs for specialized needs individually or in groups. Maintains legal and ethical standards as regulated by stated licensure and DCCCD. Collaborate with faculty and staff on appropriate classroom presentations. Demonstrated ability to work within a collegial environment along with faculty, administrators, and staff. Provides a clear understanding of the mission and goals of the organization, and makes recommendations for improvements.

Pursue professional development through seminars and other appropriate activities to enhance counseling services. Maintains current referral resources. Develops solutions to new or highly complex problems that cannot be solved using existing methods or approaches.

Acts as a trusted advisor and inspires confidence to colleagues and students. Speaks, listens and writes in a clear, thorough and timely manner using appropriate and effective communication tools and techniques communicating with diverse audiences. Provides excellent customer service.

Performs other duties as assigned.

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Incumbents may be directed to perform job-related tasks other than those specifically presented in this description. Position requires regular and predictable attendance.