Amherst College
Office of Human Resources

JOB DESCRIPTION

Title: Bilingual Staff Counselor

Department: Counseling Center Reports to title: Director of Counseling Center

Full Time: X Part Time: ________ Date Prepared: 10/10/19

Position Grade: PT-5 Regular Daily Work Schedule: 8:00 to 5:00

Pay Type: Weekly Monthly X Months Per Year: 12 Hours Per Week: 40

(Summer Months) Months Per Year: ______ Hours Per Week:_____

1. Summary of Position:

Amherst College is a highly selective, small liberal arts college with a diverse body of about 1800 students. Over 43% of our students are national students of color, an additional 10% are international; 40% come from very low income families; 15% identify as LBGTQ+; and 18% have registered disabilities with 2/3’s being mental health or learning disabilities. The Bilingual Staff Counselor position takes appropriate actions to support a diverse workforce and participates in the College’s efforts to create a respectful, inclusive, and welcoming work environment.

The Counseling Center provides a variety of services to help students address the personal and academic challenges and difficulties they face. These services are designed to help students (1) overcome mental illnesses or learn how to cope effectively with them, (2) understand themselves better (3) create and maintain satisfying relationships (4) improve their academic performance and cognitive functioning and (5) make healthy and satisfying life and career choices.

The Bilingual Staff Counselor is a 12-month full-time position that reports to the Director of the Counseling Center. The primary purpose of this position is to enhance student success by providing excellent clinical services in Mandarin, as well as in English. In addition, this position provides consultation to Amherst community members, and preventative and educational outreach initiatives with an emphasis on working with our communities of color and international communities.

The position relates to the College's mission by directly intervening with students to help them manage problems or skill deficits that may otherwise lead them to drop out of school or cause disruptions in their functioning in other areas their college life. This position works collaboratively and cooperatively with community and college departments that serve students.
2. **Principal Duties and Responsibilities:**

**60% Counseling**

Provide individual, group, and couples counseling/psychotherapy to students including appropriate assessment methods, diagnosis and brief treatment; provide urgent care and crisis intervention; maintain up-to-date files, written reports and job-related data commensurate with current standards of the profession. Must be able to conduct counseling in Mandarin, as well as in English.

**15% Mental Health Promotion**

Design and implement mental health promotion activities, including workshops, outreach programs, and liaison relationships designed to foster student success. Place special emphasis in working with communities of color and international communities.

**5% Consultation**

Consult with members of the Amherst community — including faculty, administration, staff, parents and students — regarding mental health needs of students. Consult with on- and off-campus health care providers, including Student Health Services, hospitals, community mental health agencies, and private practitioners, Office of Student Affairs’ case management, etc. to help coordinate care.

**5% Training/Supervision**

Provide training and supervision for Post-Doctoral Fellows, Pre-doctoral interns, and/or Practicum Students by co-leading psychotherapy groups, teaching seminars, providing rotation training in area of interest and/or providing individual clinical supervision.

**10% Administrative**

Attend and participate in regular on-call rotations (about 2-3 weeks per semester) and case conferences; maintain and promote the highest ethical and professional standards commensurate with training and licensure; pursue professional development in service of the responsibilities of the position and the profession.

**5% Performs other duties/functions as requested.**

All employees are expected to participate in the College’s efforts to create a respectful, inclusive, and welcoming work environment.

3. **Internal-External Interaction/Communication:**

The success of the position hinges on excellent communication skills both inside the Counseling Center and with our external partner across the campus and beyond. The expectation for this position is to be able to function well in a cohesive, team model and to work collaboratively.

Additionally, because of the nature of counseling, the person in this position must have exceptional interpersonal and relationship skills, and be able to work in culturally sensitive ways with a very diverse set of colleagues and students.
4. **Education:** (include certifications and licenses)

**Required:**

- Earned doctorate in Counseling Psychology or Clinical Psychology or related field from an APA-accredited program and internship OR Masters in Social Work, Counseling or related field from an accredited program is required.

- Currently licensed, or eligible for licensure in the state of MA as a Psychologist within 18 months of employment, OR as a LICSW, LMHC, LMFT, or related license in the state of MA within 6 months of employment

**Preferred:**

5. **Experience:** (List specific skills necessary to perform this job)

**Required:**

- Able to work in a brief treatment model in a fast-paced environment

- Fluent in Mandarin as well as English, and capable of conducting psychotherapy in both languages

- Demonstrated ability to work collaboratively

- Demonstrated ability to work well with a diverse student body in culturally competent ways

- A demonstrated commitment to promoting and enhancing diversity

- Demonstrated commitment to and experience with community development and/or mental health promotion

- Outstanding communication, collaboration, interpersonal and relationship skills

- Strong organizational and time-management skills

- Occasional work on weekends and evenings

**Preferred:**

- Work experience in college or university settings and/or in community mental health

- Interest in working with international students

- Group therapy experience

- 3-5 years of post-degree experience

6. **Environmental and Physical Demands:** (Please describe the work environment and unusual physical demands, i.e. lifting requirements.)
Carry, lift, push and pull up to 10 lbs.; repetitive motions including fingers, wrists and hands; visual – normal concentration

7. **Decision Making:**

This position requires high levels of independent thinking and critical decision-making skills. The person in this position will constantly be making crucial clinical judgments for both their own clients and those of other clinicians when they are on-call or serving students in crisis. The work environment is fast-paced, and although consultation is always available, we expect the person in this position to be able to make routine clinical decisions quickly, effectively, and autonomously. All clinical decisions need to be in keeping with both Massachusetts’s law and the ethical principles that guide the discipline under which the employee’s license is held (e.g. APA Ethical Principles, the NASW Code of Ethics, etc.)

8. **Supervision Exercised/Received:**

**Supervision Exercised:**

This position may supervise Post-Doctoral Fellows, Pre-Doctoral interns, and/or Practicum Students.

**Supervision Received:**

If the person in this position is not licensed in Massachusetts at the time of hire, the Counseling Center will provide clinical supervision for up to 18 months for individuals seeking licensure as a psychologist and up to 6 months for those seeking LICSW licensure.

All staff receives regular individual administrative supervision from the Director, and participates in case conference in which they receive clinical supervision from their peers.

Supervisory Responsibility: Yes  ________  No  X  ________

Number of Employees Supervised: __0______