AUBURN
Human Resources

# Counselor I, Student

Job Description

## JOB INFORMATION

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|---|---|
| Job Code | AE03A |
| Job Description Title | Counselor I, Student |
| Pay Grade | HW07 |
| Range Minimum | $43,420 |
| 33rd % | $50,660 |
| Range Midpoint | $54,280 |
| 67th % | $57,900 |
| Range Maximum | $65,130 |
| Exemption Status | Exempt |
| Approved Date: | 1/1/1900 12:00:00 AM |
| Legacy Date Last Edited | 12/7/2022 |

## JOB FAMILY AND FUNCTION

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|---|---|
| Job Family: | Health & Wellness |
| Job Function: | Mental & Behavioral Health |

## JOB SUMMARY

Provides counseling and psychological services for students and provides information regarding mental health services and programs.

## RESPONSIBILITIES

- Provides counseling to students to include, but not limited to, individual counseling, group counseling, family consultations, and crisis referral.
- Plans, develops, and/or presents informational programs related to mental health concerns and available services.
- Documents, reports on, and/or maintains confidential records and evaluation information from counseling/program sessions.
- Evaluates and develops comprehensive treatment plans for individuals to include (but not limited to) assessing, diagnosing, coordinating treatments with other professionals, and/or providing referrals.
- May supervise and/or train non-licensed graduate student clinicians.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

## SUPERVISORY RESPONSIBILITIES

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|---|---|
| Supervisory Responsibility | May supervise employees but supervision is not the main focus of the job. |

## MINIMUM QUALIFICATIONS

**To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.**

## MINIMUM EDUCATION & EXPERIENCE

| Education Level | Focus of Education | | Years of Experience | Focus of Experience | |
|---|---|---|---|---|---|
| Master's Degree | Degree in Education, Counseling, or related field | and | 0 years of | Experience in providing counseling and psychological services | |

## MINIMUM LICENSES & CERTIFICATIONS

| Licenses/Certifications | Licenses/Certification Details | Time Frame | Required/ Desired | |
|---|---|---|---|---|
| LMSW - Licensed Medical Social Worker - State Licensure | For social workers | Upon Hire | Required | And |
| | Licensure as a Licensed Independent Clinical Social Worker (LICSW) in the state of Alabama is required within 24 months of hire | | Required | And |
| | For counselors, must hold Associate Licensed Counselor (ALC) | Upon Hire | Required | And |
| LPC-Licensed Professional Counselor | in the state of Alabama is required within 24 months of hire | | Required | |

## PHYSICAL DEMANDS & WORKING CONDITIONS

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|---|---|
| Physical Demands Category: | Other |

## PHYSICAL DEMANDS

| Physical Demand | Never | Rarely | Occasionally | Frequently | Constantly | Weight |
|---|---|---|---|---|---|---|
| Standing | | | X | | | |
| Walking | | | X | | | |
| Sitting | | | | | X | |
| Lifting | X | | | | | |
| Climbing | | X | | | | |
| Stooping/ Kneeling/ Crouching | | X | | | | |
| Reaching | | | X | | | |
| Talking | | | | X | | |
| Hearing | | | | | X | |
| Repetitive Motions | | | X | | | |
| Eye/Hand/Foot Coordination | | | X | | | |

## WORKING ENVIRONMENT

| Working Condition | Never | Rarely | Occasionally | Frequently | Constantly |
|---|---|---|---|---|---|
| Extreme cold | | X | | | |
| Extreme heat | | X | | | |
| Humidity | | X | | | |
| Wet | | X | | | |
| Noise | | X | | | |

## WORKING ENVIRONMENT

| Working Condition | Never | Rarely | Occasionally | Frequently | Constantly |
|---|---|---|---|---|---|
| Hazards | | X | | | |
| Temperature Change | | X | | | |
| Atmospheric Conditions | | X | | | |
| Vibration | | X | | | |

| **Vision Requirements:** |
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| Ability to see information in print and/or electronically. |