



Turtle Mountain Community College

10145 BIA Road 7
P.O Box 340
Belcourt, ND 58316
Phone 701-477-7862
Fax 701-477-7892
www.tm.edu

College Counselor / Social Worker

Position Title: College Counselor / Social Worker
Contract Term: 12-month position
Accountable To: Dean of Student Services
Salary: \$39,658 - \$43,057

Summary of Position: The College Counselor will assist the student(s) to identify, mitigate and/or remove factors (personal and/or non-personal) that are impeding college success. This includes assisting students to address life situations that affect their mental health and academic performance. The College Counselor, in confidence, will assist students to handle immediate crisis situations and/or make referrals to appropriate community providers. The Counselor should also have experience providing workshops that address national and local mental health issues.

JOB CHARACTERISTICS:

Nature of Work: The primary responsibility of this position is to be available to informally meet with students who have issues affecting their personal/academic performance; if necessary refer them to appropriate agencies.

Personal Contacts: This position requires intensive contact with current students on a daily basis. It also requires frequent contact with faculty, staff and community referral agencies.

Supervision Received: The College Counselor is supervised by the Dean of Student Services, through meetings, email and department meetings.

RESPONSIBILITIES:

- Inform students about the services provided through the counseling office.
- Participate in student orientation sessions, classroom presentations, assessment interpretations, and outreach activities.
- Knowledgeable in therapeutic techniques used to address depression, anxiety, addiction and substance abuse, suicidal impulses, trauma, low self-esteem and grief.
- Provide social counseling to the college student population.
- Responsible for maintaining an in-service plan, and then conducting assessments of the inservice plan through pre and post test methods to assure effectiveness.
- Establish and maintain relationships with local agencies for referral purposes.
- Provide counseling services to student referred from faculty, staff and student services, arranging for appropriate services to meet student needs.



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- Identify and work with at-risk students.
- Participate in local training opportunities that will benefit students (i.e. Wellness Conference).
- Increase knowledge and awareness of mental health issues through newsletters, trivia, workshops, etc.
- Coordinate disability support for students.
- Understand the importance of confidentiality.
- Develop and maintain records. Compile data, prepare reports and effectively use the computer.
- Maintain written policies and procedures affecting the counseling area.

JOB REQUIREMENTS:

Knowledge: This position requires knowledge of the principles, objectives, and philosophy of counseling, academic and vocational guidance, and student support services in relation to the college program. Must be knowledgeable of HIPAA and FERPA privacy laws. Knowledge of the Native American population and Turtle Mountain culture.

Skills: This position requires well-developed communication and organizational skills and the interpersonal relations skills appropriate to regular and intensive interaction with students. Must be able to listen without being judgmental, perform multiple tasks and operate all types of office equipment.

Abilities: Must be able to demonstrate empathy with the college student clientele and have the ability to relate to the full range of the students' aspirations, abilities, and educational backgrounds. Demonstrated sympathy to and an understanding of the diverse academic, socio-economic, cultural, disability, and ethnic backgrounds of the TMCC student population. Ability to create an understanding environment. Ability to follow laws and policy and understand and apply regulations.

Able to sit for long periods of time and lift up to 20 pounds occasionally. Must be able to communicate effectively and positively promote the college mission and programming. Must be able to recognize situations and provide assistance, make sound decisions or refer to someone for assistance.



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EDUCATION AND EXPERIENCE:

Minimum Qualifications:

- Bachelor's Degree in mental health or related field (i.e. Social Work, Counseling).
- Must be licensed or license eligible in North Dakota as a social worker or counselor.
- 3 years' experience in the field with clients; preferably at an institution of higher education.

Preferred Qualifications:

- Master's Degree in mental health or related field (i.e. Social Work, Counseling).
- Work in a Native American community is preferred.