

COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION

JOB TITLE: COUNSELING AND COMMUNITY RESOURCES COORDINATOR

PAY GRADE: P -4

OVERTIME STATUS: EXEMPT

MAJOR RESPONSIBILITY:

Provide counseling services for prospective and currently enrolled students who are at risk or in distress, who are experiencing personal conflicts and challenges, or who have been victims of sexual crimes with developing coping skills, problem solving skills, and assist them with acquiring campus and community resources and/or support services.

Develop, coordinate, and implement on-going primary prevention and awareness programs to students, faculty, and staff that promote awareness of rape, acquaintance rape, domestic violence, dating violence, sexual assault, and stalking as required by The Violence Against Women Reauthorization Act, (VAWA) and The Campus Sexual Violence Elimination Act (SaVE)- also known as the Clery Act.

At the College of Central Florida, our vision is to be "Your first choice for quality higher education." We aim to accomplish this by providing a caring and exceptional learning environment that fosters the success of our students and community. Candidates considering becoming part of the CF family must be able to embrace and model this philosophy in their day-to-day responsibilities and demonstrate our standards: professional, responsive, informative, dependable and engaged.

PREREQUISITES FOR POSITION (Qualification Standards):

1. Education or training: Master's degree and licensure in mental health are required.
2. Years of experience in field: At least five years' experience in counseling, crisis intervention, student advisement, social services, or related student services/development field are required, along with experience working with community social services agencies.
3. Special skills or abilities related to position: Ability to read and interpret federal, state legislation, college rules, regulations and policies; and knowledge and understanding of the technical and educational aspects of all college programs and services. Ability to work with the public, especially with the educationally and financially disadvantaged, individuals with disabilities, and distressed students experiencing personal, social, and behavioral challenges, or have been victims of crimes. Knowledge of community social services and resources and how to help students access those services. Ability to plan, to develop, and to implement education/prevention training and programs. Must have excellent verbal and written communication skills, collect data, and maintain accurate service records.

ESSENTIAL JOB FUNCTIONS:

1. Provide counseling and professional support for students with personal, social, academic, or behavior concerns; who are under distress or have been victims of sexual abuse, physical abuse, or other crimes.
2. Provide students with information about college programs and services, and community resources that can assist them in meeting their needs.
3. Assist students in developing stress management and coping skills.
4. Monitor student progress and provide students with guidance, coaching, and support within appropriate limits.
5. Help conduct prevention education training or orientation programs designed to prevent dating and domestic violence, sexual assault and stalking for new and current students, faculty and staff.
6. Assist the college's marketing, public and community relations department and other institutional professionals.
In conducting "ongoing" prevention and awareness campaigns and strategies that increases awareness and understanding of sexual related crimes.
7. Serve as a regular member of the college's Special Admissions Committee and Threat Assessment Team.

(These essential job functions are not to be construed as a complete statement of all duties performed.)

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without hearing aid).
- Ability to clearly communicate both orally and in writing on a telephone and on a computer for extended periods of time.
- Routinely requires sitting at a desk and viewing a display screen for extended periods of time.
- Ability to access, input, and retrieve information from a computer or other electronic device.
- Routinely requires moderate (up to 40 pounds) lifting and carrying.
- Routinely requires walking, standing, sitting, kneeling, stooping, reaching up, twisting and bending.
- Ability to drive a college vehicle.

ENVIRONMENTAL CONDITIONS:-

- Works in an office environment.

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)

PRIMARY LOCATION OF JOB: Ocala Campus

SUPERVISOR OF POSITION: Director of Access and Counseling Services

Revised – 07/15/20

New – 05/01/15