Duke University
Division of Student Affairs
Exempt Position Description

Scope of Responsibilities

Under the direction of the Director and Director of Clinical Services at CAPS, the licensed professional counselor will provide clinical services, engage with trainees, and engage with the campus community by placing priority on combatting the ways marginalization, discrimination, and oppression negatively impact mental health. The clinician in this position will provide crisis case management to students in acute distress and/or at elevated safety risk and will coordinate referrals for students needing services in the community and/or the Duke Health System.

Duties

Provides crisis case management services to students and responds to clinical and campus crises. (30%)

Coordinates referrals for students who need to be referred to services outside of CAPS. (25%)

Provides individual, couples, and interpersonal process and skills based group services and workshops; Participates in the provision of mental health triage services; Administers and interprets limited assessment measures; Provides didactic seminars to trainees; Provides campus and community level interventions that address cultural and climate issues affecting oppressed and marginalized communities. Follows agency policies and procedures consistent with state mental health statutes, ethical guidelines, best practices, and HIPAA; Completes clinical documentation according to policies and procedures. (25%)

Attends staff, clinical team, and committee meetings; Participates in ongoing staff conversations about the ways marginalization, discrimination, and oppression impact individuals and systems; Participates on committees as requested. (15%)

Attends department sponsored professional development activities; Other duties as assigned. (5%)

General Qualifications

- Master’s degree in counseling or related field from an accredited institution of higher education
- Licensed as a Clinical Mental Health Counselor in the state of North Carolina
- Experience in student mental health and emerging adult population settings or relevant healthcare or social service setting
Strongly Preferred Qualifications

- Experience providing services with emerging adults and utilizing culturally responsive interventions across a range of diverse populations
- Experience in Crisis Intervention and Management
- Experience in Case Management and/or Referral Coordination

Additional Job-Specific Skills and Competencies

- Demonstrates experience and capability to work as part of a cohesive, interdisciplinary team in a university counseling center and with professionals in other campus units;
- Demonstrates effective interpersonal skills that facilitate organizational health;
- Demonstrates ability to juggle competing demands and set priorities;
- Demonstrates ability to make continuous progress towards strategic goals;
- Demonstrates commitment to self-awareness and desire for growth related to intersectionality and the ways marginalization, discrimination, and oppression impact individuals and systems; and
- Experience in the provision of crisis intervention and consultation is essential.