Duke University
Division of Student Affairs
Exempt Position Description

Scope of Responsibilities

Under the direction of the Director at CAPS, the licensed professional counselor will provide clinical services, engage with trainees, and engage with the campus community placing priority on combatting the ways marginalization, discrimination, and oppression negatively impact mental health.

Duties

Provides individual, couples, and interpersonal process and skills based group services; Participates in the provision of mental health triage services; Administers and interprets limited assessment measures; Provides didactic seminars to trainees; Provides campus and community engagement services through liaison relationships with faculty, staff and students; and Deliver campus and community level interventions that address cultural climate issues for oppressed and marginalized groups. 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. (70%)

Attends staff, clinical team, and committee meetings; Participates in ongoing staff conversations about the ways marginalization, discrimination, and oppression impact individuals and systems; Participates in committees as requested. (25%)

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 setting or relevant healthcare or social service setting

Strongly Preferred Qualifications

- Experience providing services with emerging adults utilizing culturally responsive interventions across a range of diverse populations.
- Demonstrated experience working with international populations, especially those from Asian, South Asian, and Middle Eastern/North African countries;
- Demonstrated experience working with Latinx populations;
• Demonstrated experience working with male identified populations regarding masculinity and identity development;
• Demonstrated experience working with transgender populations;
• Demonstrated experience working with students of diverse faith and religious cultures;
• Bilingual language skills are strongly preferred.

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.