



Connecticut State Community College  
Job Description  
Wellness Counselor

**Salary Level:**  
CCP 19 (subject to Willis)

**Date Approved/Revised:**  
12/7/21

---

**Position Purpose**

Connecticut State Community College offers a broad range of two-year liberal arts degree programs as well as many technical, occupational and career programs. These programs attract traditional students as well as non-traditional students, including those pursuing academic training or degrees following absences from higher education, those intending to increase occupational skills and those entering higher education from other countries. Many of these students require counseling, support, and referrals on variety issues that impact their ability to successfully reach their academic and career goals.

The Wellness Counselor acts as an applied educational specialist concerned with the mental health, wellness, and overall wellbeing of students, with special attention given to the needs of those least able to act as their own advocates. This position develops and fosters extensive cooperative and collaborative relationships with faculty, staff, administrators and external stakeholders; maintains currency with emerging trends and best practices in counseling and students support; and leads the campus counseling services in the adoption of innovative practices that increase student retention and completion and eliminates equity gaps that exist between for black, LatinX, and other marginalized students when compared to white students.

The Wellness Counselor regularly collects, analyzes, and uses data to inform practice, maintain compliance with all local, state, and federal policies and laws, and ensures equitable attainment of outcomes. Wellness counselors deliver programming and direct services to students that utilize their professional expertise gained through a master's degree in counseling, social work, or marriage and family therapy or doctoral degree in psychology. The Wellness Counselor must be a Licensed Professional Counselor (LPC), Licensed Clinical Social Worker (LCSW), Licensed Marriage and Family Therapist (LMFT) or PsyD or PhD in Psychology with active licensure in the state of Connecticut.

**Supervisory and Other Relationships**

The Wellness Counselor typically works under the direction of the Director of Wellness and Mental Health Services or another administrator. The position may supervise support staff or student workers as assigned and may supervise undergraduate and graduate students in counseling, human services, or social work internships.

The position is required to have extensive cooperative and collaborative relationships with students, faculty, staff and with professionals in peer organizations and professional associations. These relationships may involve a very high degree of sensitive and confidential information. The incumbent is expected to represent the College in a positive manner and to collaborate with academic and student services departments to contribute to retaining students.

**Major Accountabilities**

The role of Wellness counseling within higher education is to aid in providing a learning environment which supports students as they clarify interests, formulate educational-vocational goals, and explore strategies that promote goal achievement. The Wellness Counselor is accountable for contributing to the academic, career, personal and social success of the College's students through effective performance in these essential functional areas:

- A. Wellness counseling services
- B. Development and delivery of Wellness counseling programming

C. Consultation and collaboration with faculty and staff

**Examples of Duties**

The following examples of duties and accountabilities illustrate the general range of tasks assigned to the position but are not intended to define the limits of required duties. Other essential duties may be assigned consistent with the general scope of the position.

- A. Wellness Counseling Services: The Wellness Counselor is accountable for providing professional counseling services to community college students that contribute to their successful completion of academic, career, and personal goals. This accountability includes such essential tasks as:
1. Act as a facilitative guide by supporting students' efforts to achieve academic, career, and personal goals.
  2. Serve as the point person on campus, to receive faculty, staff, and self-referrals from students for mental/behavioral health, wellness, and personal support needs.
  3. Deliver solution-focused brief counseling to students.
  4. Conduct student intakes and assessments, create measurable plans for success with specific goals based on student's presenting concern, and regularly assess effectiveness of the student plans.
  5. Consistently track student interactions and document counseling sessions utilizing a secure electronic platform.
  6. Provide administration and interpretation of a variety of student assessments to identify student needs, risk factors, and connect them to appropriate resources.
  7. Counsel students on appropriate personal and social actions, including those related to adapting to the college environment.
  8. Develop campus-based student crisis protocols and plans; Annually review and update the campus student crisis plan.
  9. Provide crisis counseling, intervention and referral services for students requiring therapeutic counseling and or counseling services which extend beyond the scope appropriate for a community college counselor.
  10. Develop and maintain student-facing electronic resource guides for community-based agencies, organizations, and health care providers to allow for self-referral to a variety of holistic, mental health, and wellness support services.
  11. Forge formal partnerships with area hospitals and Wellness providers, to coordinate a continuum of care for students who may be receiving services while attending the college.
- B. Student counseling program development and delivery: The Wellness Counselor is accountable for participating in and contributing to the development of sound programs for guiding and counseling the College's students in academic, personal, career, and social progress. This accountability includes such essential tasks as:
1. Develop wellness programming to support student physical, social, and emotional well-being.
  2. Coordinate a variety of programs to support prevention efforts in critical areas such as, suicide awareness, mental health, domestic violence, and other key areas.
  3. Develop a comprehensive set of student counseling programs based on research and assessment including campus-wide programs for specialized student populations such as, black African American, LatinX, immigrant populations, military veterans, prison re-entry, LGBTQA, and first-generation college students.
  4. Planning, facilitating, and assessing group counseling sessions on variety of critical topics such as healthy relationships, stress management, coping skills, etc.
  5. Assist in institutional efforts to assess student developmental needs and initiate programs designed to meet those needs.
- C. Consultation and Collaboration with faculty and staff: The Wellness Counselor is accountable for advising faculty and staff on appropriate actions and assistance for students requiring special attention. This accountability includes such essential tasks as:
1. Actively participate (lead) campus crisis and behavioral intervention/assessment teams.

2. Develop specific partnerships with student disability/accessibility services to coordinate services and monitor student progress.
3. Provide specific training for Guided Pathways Advising staff to identify risk factors and appropriately make referrals for service.
4. Provide ongoing training, workshops, and professional learning opportunities in variety of areas to support faculty and staff to appropriately handle crisis situations and student concerns that interfere with their academic performance.
5. Provide guidance and recommendations to faculty and staff on strategies to support student retention and completion.

### **Professional Participation and Development**

In addition to the accountabilities listed above, the position is required to carry out the essential duties of:

- Attendance and participation at convocation and commencement ceremonies;
- Service on assigned committees and task forces;
- Attendance and participation at committee, staff, informational and professional meetings.

These may involve attendance at evening or weekend events, within contractual limitations.

The incumbent is required to maintain currency in the position's required fields of professional expertise and competencies, including, but not limited to, participation in professional organizations. The incumbent is required to maintain complete confidentiality of student records and other information of a confidential nature.

### **Qualifications**

Incumbents must possess proven ability to effectively work with a culturally, linguistically, and ethnically diverse faculty, staff, and students. They are expected to have excellent oral and written communication skills along with strong Information technology literacy skills such as Microsoft Office (Word, Excel, Outlook, Teams etc.)

Incumbents are required to have demonstrated advanced knowledge and abilities in the following areas:

- Full spectrum of professional counseling theory, techniques and methods;
- Crisis counseling and intervention

These skills and abilities are acquired through a combination of education, experience and training which typically include a master's degree in counseling, social work, or marriage and family therapy or a doctoral degree in psychology together with from two to five years of experience in a professional counseling capacity; or a combination of experience and training which would lead to the competencies required for effective performance of the position's essential duties. Must be a Licensed Professional Counselor (LPC), Licensed Clinical Social Worker (LCSW), Licensed Marriage and Family Therapist (LMFT) or PsyD or PhD in Psychology with active licensure in the state of CT.

### **Work Environment**

Incumbents typically perform their work in offices, conference rooms and lecture facilities. The work does not normally require the exertion of significant physical effort. Reasonable accommodation will be provided for incumbents and candidates with physical limitations.

### **Job Context**

The Wellness Counselor position is distinguishable from many other student service positions by the breadth, depth and nature of the counseling services provided. Wellness Counselors are expected to utilize a full range of knowledge and skills normally obtained through a master's degree in counseling or social work program, and by performing the full range of counseling services including assessment, career exploration, community resource, consultation services, educational information (e.g. transfer procedures, academic policies), educational skills, general administrative services (assistance with admission, registration, and graduation) personal growth experiences, professional development referral resources, research and teaching (e.g. seminars and workshops).