

Posted: June 21, 2024



REVISED 6/21/24
POSITION ANNOUNCEMENT

TITLE: CLINICAL OUTREACH COORDINATOR

DEPT: COUNSELING CENTER

REG

TEMP

FULL TIME

PART TIME

STARTING RATE or SALARY RANGE \$50,000-\$65,000

Employees being promoted to a higher classified position receive the minimum for the position or a pay rate adjustment of 8% whichever is greater.

All regular positions also entitle the employee to several benefits including health, dental, vision, life insurance, and retirement which is largely paid by New Mexico Tech for the employee and dependents.

INTERNAL POSTING THROUGH: Concurrent* CONSIDERATION WILL BE GIVEN FIRST TO TEMPORARY AND REGULAR TECH EMPLOYEES WHO APPLY WITHIN THE 7 DAY INTERNAL POSTING. APPLICATIONS RECEIVED AFTER THE 7 DAY POSTING MARGIN WILL BE CONSIDERED WITH OTHER OUTSIDE APPLICANTS.

JOB SUMMARY:

Under the direction of the Director of the Counseling Center, the Clinical Outreach Coordinator will provide case management for students who are struggling or are facing complex situations, through education, support, monitoring, follow-up, resources, and referrals to campus, local and state resources/ agencies. This role is also responsible for providing training and psychoeducation programming and events for the campus community on various mental health topics. They will be responsible for the development and implementation of ongoing training and event planning curriculum for the Peer Supporter Program as part of their outreach duties.

JOBS FUNCTIONS:

Administrative 10%

- Creates and maintains a professional, welcoming environment for individuals visiting the Counseling Center for services and information.
- Works closely with Director regarding fiscal responsibility for departmental budget.
- Works closely with Director to create, develop and implement Counseling Center programming and events
- Participates in the recruitment and selection of interns/practicum students.
- Represents the Counseling Center and advocates for mental health and wellness on University related committees, as assigned.
- Provides direct oversight to Peer Supporter Program.
- Provides bi-weekly meetings and trainings for Peer Supporters.
- Works with Director to create curriculum for on-boarding and continued training and assessment of Peer Supporter Program.
- Compiles statistics for annual reports and other reporting requirements.
- Remains competent and current through self-directed professional reading, developing professional contacts and colleagues and attending professional development seminars, training and/or Continuing Education Courses (CEUs) as required by state licensing and regulatory boards.
- Actively cultivates and maintains collaborative working relationships with campus entities and departments, external providers or mental health services for the purpose of referral and coordination of continuum of care for students.

Clinical Services 40%

- Provides in-person and telehealth services, including individual and couple's counseling and other direct clinical interventions to a diverse student population across a broad range of presenting issues.

- Completes clinical documents in accordance with HIPAA standards.
- Conducts best practices crisis assessment and intervention and arranges emergency psychiatric assessment as needed.
- Meets with walk-in clients to assess their immediate or emergency needs, and provides crisis counseling and intervention services as needed.
- Provides referrals to appropriate local health and social service agencies for more specialized care.
- Provides brief, solution-focused therapy to clients to address mental health concerns.

Psychoeducation Training and Outreach 25%

- Serves as consultant to college staff and faculty for student mental health and wellness issues.
- Develops strategic plans, goals and measurable objectives for mental health promotion and suicide prevention programs and services.
- Develops and utilizes assessment of mental health needs on campus to guide strategic planning related to mental health outreach.
- Coordinates and oversees the planning, implementation, and evaluation of theory-based and evidence-informed mental health promotion and suicide prevention strategies, policies, programs and services that address the mental health issues of the campus.
- Collaborates and partners with interdisciplinary campus groups to develop, implement and promote comprehensive outreach programming.
- Conducts workshops and professional development for students, faculty and staff on critical topics such as Mental Health 101, stress and time management, healthy relationships etc.
- Develops and implements system for tracking and reporting outreach outcomes (i.e., number in attendance, effectiveness).
- Create and maintain Counseling Center Outreach calendar.
- Creates outreach, wellness programming and events for Peer Supporter Program.

Case Management 20%

- Assess mental status of referred students (HopeCheck etc.) and area of need.
- Educate students about campus, local and state-wide resources.
- Coordinate referral to support services.
- Provide case coordination and appropriate documentation of services rendered.
- Track and monitor individual case information, including progress, compliance with recommendations and case closures for reporting purposes.
- Facilitates information sharing, as permitted by FERPA with campus departments and personnel, Campus Police and other pertinent entities.

Other duties as assigned. 5%

REQUIRED QUALIFICATIONS:

Master's Degree in Clinical or Counseling Psychology, Social Work, Marriage and Family Counseling. Current, valid license in New Mexico as a licensed Mental Health Counselor or Social Worker. Out-of-state licensed providers have 180 days to complete licensure requirements in the State of New Mexico. Demonstrated ability to conduct culturally proficient and focused individual and group counseling. Strong skills to conduct clinical intake interviews, psycho-diagnostic assessment, diagnosis and treatment plan formulation, recommendations and disposition. Ability to develop and implement culturally proficient and effective outreach programs and provide consultation, mental health promotion, and preventative psycho-educational outreach services. Sustained knowledge and experience working with culturally diverse populations, including ability and expertise with traditionally underserved groups. Highly effective written and verbal communication and interpersonal skills. Ability to communicate clearly and effectively orally and in writing demonstrated by skills to record in a neat, orderly and logical manner, as well as to engage in a helpful, non-judgmental manner orally, in person and by phone. Must be licensed with the State of New Mexico Regulation and Licensing Department to provide therapy or be eligible to and obtain license within 180 days after employment.

DESIRED QUALIFICATIONS:

University Counseling Center experience. Knowledge of community and state resources and ability to make appropriate referrals. Bilingual to provide therapy in English and Spanish.

LIFTING REQUIREMENTS:

(f)requently, (o)ccasionally, or (s)eldom

0 - 15 pounds	O
15 - 30 pounds	S
30 - 50 pounds	
50 - 100 pounds	
100 + pounds	

PHYSICAL DEMANDS:

Standing 10%	Sitting 75%	Walking 10%	Pulling
Pushing	Lifting 5%	Stooping	Kneeling
Crawling	Climbing	Reaching	Other

Apply to: nmtjobapps@npe.nmt.edu