



JOB DESCRIPTION:	Mental Health Therapist		
DEPARTMENT:	Student Affairs		
REPORT TO:	VP Student Affairs & Enrollment Management		
EEO CLASSIFICATION:	Professional	FLSA STATUS:	Exempt
CUPA HR CLASSIFICATION:	196340	DATE APPROVED:	18-AUG-2022
		DATE MODIFIED:	17-MAR-2025

SUMMARY: Supports student success by providing mental health counseling services and programing to students.

DUTIES:

1. Provides developmental and educational support to students, in the form of short-term personal counseling and referrals outside agencies.
2. Conducts intake interviews, assessment, and treatment planning, and maintaining all pertinent records, screen for anxiety, substance use disorders, depression, etc. that covers such situations but not limited to: treating emotional discomfort, psycho education, coping with problems of anxiety, assisting in obtaining treatment for significant mental illness, providing crisis intervention and/or overseeing a mental health team who will respond to students in a crisis situation, and mental health services.
3. Maintains accurate records and proper confidential files and reporting for mental health services.
4. Assesses effectiveness of services through program evaluation.
5. Works as a team member with Threat Assessment Team, Crisis Response Intervention Team, and will respond to Incident Reports.
6. Supervises and participates in the On-Call Mental Health Crisis line. Responsible for login and responding to calls while On-Call and assist other On-Call staff. Provides weekly reports of calls received to the On-Call team and their management.
7. Participates in continuing education and supervision as required by the license and provides to supervision to Internships and practicum students.
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9. Provides didactic training, group therapy and outreach activities to practicum students.
10. Develops and participates in university community education and outreach programming to a diverse student population within classes and in the university community, e.g. suicide prevention training and training of faculty and staff in how to manage students in distress. Includes providing training for Resident Hall Directors and Resident Assistants.
11. Coordinates with Student Life to provide mental health education.
12. Performs other duties as assigned.

REQUIREMENTS:

1. **Education /Background:** Master's Degree in Social Work, Counseling, or related field. Preferred Minimum of 3 years of higher education work experience and 5 years of supervisory experience. Completion of a Clinical Supervisor Certification in New Mexico within the first two months of hire. Bilingual (Spanish) preferred.
2. **Job Knowledge:** In addition to understanding this subject matter and techniques, have good listing skills, the ability to communicate effectively, good critical thinking and problem-solving skills, and outstanding people skills. Knowledge of human behavior and performance. Individual differences

in ability, personality, and interests, learning and motivation. Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for service, and evaluation of customer satisfaction. Knowledge of principles of methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects. Ability to keep complex records; to assemble and organize data of complex nature, and to prepare and submit reports in acceptable formats. Ability to establish and maintain good working relationships. Ability to work independently in remote locations with little to no supervision. Knowledge of safety and security precautions appropriate to work performed. Must have solid demonstrated knowledge of administrative functions. Must be knowledgeable of university policies. Must be able to maintain a high level of confidentiality. Must be able to handle multiple deadlines and maintain accuracy. Must be sensitive to cultural differences within the University and community. Fluent in Microsoft Office Applications.

3. **Working Conditions/Physical Demands** (With or Without Accommodations): Regular gallery environment. Travels within the community when needed. May be required to lift normal office equipment and materials and assist with set up for events. Ability to comprehend and work with a variety of information from various sources. Able to clearly communicate with a diverse population of individuals. Ability to compose correspondence and reports and remain in a sedentary position for prolonged periods of time. May be required to work additional hours or days depending on circumstances.
4. **Other requirements:**
 - a. Valid Driver's License required.
 - b. Must pass a Defensive Driving Course within 2 months of hire date.
 - c. Licensed Social Work or Counselor to practice in New Mexico.
 - d. Completion of a Clinical Supervisor Designation in New Mexico within the 2 months of hire date.

This job description is not an exhaustive list of all responsibilities, skills, duties, requirements, effort, and/or working conditions associated with the position. Management reserves the right to revise the job or to require that other or different tasks be performed when circumstances change. In addition, this job description is not intended to create a contract of employment between the employee and Western New Mexico University, nor shall it be regarded as a promise to provide specific terms or conditions of employment.

I have read, understand and accept a copy of this job description.

Employee Signature

Date

Employee Name (Printed)