

Counselor
San Diego Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=255963>

Downloaded On: Apr. 22, 2025 7:51pm

Posted Apr. 22, 2025, set to expire Apr. 30, 2025

Job Title Counselor
Department Student Affairs
Institution San Diego Community College District
San Diego, California

Date Posted Apr. 22, 2025

Application Deadline 04/30/2025

Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Administration - Counseling Services

Apply Online Here <https://apptrkr.com/6151076>

Apply By Email

Job Description

Image not found or type unknown



Counselor

San Diego Community College District

Closing Date: 4/30/2025

Position Number: 00120375

Location: San Diego City College

Position Type:

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Academic

The Position:

Posting Details (Default Section)

Closing Date: 04/30/2025 Open Until Filled No Classification Title Counselor Working Title Mental Health Counselor (Case Manager) - Restricted Recruitment Limits This is a restricted position funded by a cooperative agreement with California Community College categorical funding specific for the Homeless and Housing Insecure Program. The position could continue, based upon renewal of funding annually by the California Community College system. Location San Diego City College Pay Information Class 1, Step C - Class 6, Step C (\$6,933.44- \$8,849.03) per month based on the current AFT - College Faculty Tenured-Tenure Track Faculty Salary Schedule.

Initial salary placement is commensurate with required education and related teaching experience as outlined in section A2.1 of the AFT Faculty Collective Bargaining Agreement and it is non-negotiable. The District offers a comprehensive fringe benefit package including employer paid medical, dental, vision plans, sick leave, and opportunities for professional development. This position is FLSA Exempt and may not accrue overtime. Benefits will be provided under the terms of the AFT-Guild, Local 1931 - Faculty Collective Bargaining Agreement. Annual Salaries will be recalculated for service less than a full academic year based on Education Code 87815, any required adjustment will be made within the first pay period. Travel reimbursement for interviewees traveling more than 200 miles, one-way, may be paid according to geographic location (see SDCCD Travel Stipend Policy, Rev 7/14/2011). Typically, Assistant Professors earn tenure after 4 years and promote to Associate Professor. The SDCCD Employment Web Page provides a link to employee collective bargaining agreements and handbooks, and more information about terms and conditions of employment to include salary and benefits. Position Equivalent FTE: 1.0 FTE Job Duration 11-Months Position Number: 00120375 FLSA Status Exempt (does not accrue overtime) Bargaining Unit AFT/College Faculty Range (na) Position Type Academic Department Student Affairs The Position Applications are being accepted for a full-time tenure-track Mental Health Counselor/Case Manager for the Welcome Home City program at San Diego City College. Work hours are traditionally 8:00 a.m. to 5:00 p.m., Monday through Friday. Selected candidate must be willing to adjust workdays/hours based on the department's needs. Major Responsibilities

- Conduct comprehensive intake meetings with students to assess needs for supportive services/resources (on and off campus), develop long and short- term goals for each student engaged in program (goals should be related to securing or maintaining housings, basic need access and academic success).
- Maintain a caseload of students who are homeless or house insecured, providing case

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management from a culturally responsive, trauma-informed, and strength-based lens through individual meetings on a weekly, bi-weekly, monthly, or as-needed basis.

- Develop and maintain working knowledge of referral resources for social service agencies within the local community; facilitate relationships with off-campus agencies and resources to connect students to long-term support.
- Collaborate with academic deans, department chairs, faculty and on-campus student services regarding individual students.
- Coordinate referral and serve as liaison with contracted PATH Housing Navigator to assist students in addressing homelessness or housing insecurity.
- Work with students on developing sustainability strategies including securing employment, budgeting, accessing financial aid or other academic support resources both on and off campus.
- Connect students to appropriate social services, mental health services, financial support agencies, food services, and other basic needs resources for students.
- Assist students in making use of College and/or community services and benefits by monitoring and tracking individual cases and progress to ensure compliance with recommendations, ongoing assessment and address new or emerging concerns as they arise or transition from campus services to external providers (e.g. psychiatric/psychological treatment services, housing, food, etc.), and from external providers to appropriate College services.
- Provide crisis intervention for students with immediate definable needs such as shelter, food, financial, transportation, and legal support.
- Participate, as needed, as a member of the Regional Task Force on Homelessness and continue to foster relationships as part of the continuum of care.
- Provide weekly updates on case load, high- risk student situations and prepare case presentations to report at team meetings.
- Aid in the program development, adjusting and amending reporting strategies to provide data to communicate efforts made to the campus, district, and the State.
- Support with preparing reports, statistics, assessments, evaluations, and presentations documenting all student efforts made.
- Ensure accuracy of print and online publications related to the area of responsibility. Assist in maintaining the current directory of community resources available to students, website updates and promotional content regularly.
- Consults regularly with relevant departments on campus regarding services, access, and care to maintain strong collaborative relationships with campus partners in Counseling, DisAbility Support Programs and Services, Extended Opportunity Programs and Services, Financial Aid Office, Student Health Services, Student Support Services, Student Affairs Office, and other areas to provide a comprehensive network of support for students in need.
- Facilitate information sharing, as permitted by FERPA, with identified entities including but not

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limited to campus departments, faculty, classified staff, parents, family members, and designated emergency contacts (as appropriate) regarding basic needs, housing, and serious mental health emergencies, as well as student issues or campus emergencies.

- Assist in the content development and implementation of Homeless and Housing Insecure Program policies and procedures including but not limited to outreach and education, campus initiatives, departmental publications, and social media.
- Assist with facilitating and participating at on and off-campus recruitment and retention efforts (i.e. workshops, resource fairs).
- Assist with student satisfaction surveys and other methods for data collection and assessment of Welcome Home City Case Management services.
- As a member of the Area of Student Affairs, attend program, Student Affairs, Student Services, and Campus on and off-campus meetings, professional development, and other key events related to the role.
- Represent the Welcome Home City and Basic Needs team on various campus, district, and community committees and initiatives.
- Remain current and trained on standards and best practices, emerging strategies and interventions, and research at the local, state, federal, and international levels, supporting the reduction of threats to the campus community and connecting students of concern to the supports necessary to enable their retention and success. This includes training and professional development with Title IX, Violence Against Women Act (VAWA), ALICE, National Behavioral Intervention Team Association (NaBITA), harm to self and threat assessment, emergency management, and applicable local, state, and federal laws.
- Support in onboarding and providing work direction to part-time staff members, interns, and volunteers.
- Support in identifying and applying for funding opportunities that address homelessness/displacement, food insecurity, legal aid, financial literacy, childcare, and transportation.
- Perform other related duties as assigned.

Qualifications **MINIMUM QUALIFICATIONS**

Master's in counseling, rehabilitation counseling, clinical psychology, counseling psychology, guidance counseling, educational counseling, social work, career development, marriage and family therapy or marriage, family and child counseling,

OR the equivalent

(NOTE: A bachelor's degree in one of the listed degrees and a license as a Marriage and Family

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Therapist (MFT) is an alternative qualification for this discipline.) Desired Qualifications

- Masters of Social Work or equivalent; associate registrant or licensed with the California Board of Behavioral Sciences.
- Knowledge of crisis intervention strategies including the design and implementation of effective prevention, response, and debriefing programs; legal and ethical standards and guidelines to all aspects of practice; philosophy and objectives of the community college; pertinent federal and state laws and regulations; and advertising and marketing methods and techniques.
- Background in providing mental health services with a culturally responsive, trauma-informed, and strength-based approach.
- Understanding of and sensitivity to meeting the needs of the diverse academic, socioeconomic, cultural, disability and ethnic background of the student, community, and employee population.
- Understanding of supporting students' lived experiences by emphasizing the intersection of social identities to validate their multiple identities and roles.
- Understanding of equity-minded student success practices.
- Understanding of Title IX and FERPA laws and principles.
- Knowledge of crisis intervention strategies including the design and implementation of effective prevention, response, and debriefing programs; legal and ethical standards and guidelines to all aspects of practice; philosophy and objectives of the community college; pertinent federal and state laws and regulations; and advertising and marketing methods and techniques.
- Knowledge of mental health and basic needs services for college students.
- Knowledge of community resources relevant to basic needs and housing in San Diego County.
- Ability to assess, prioritize, and perform position responsibilities independently using problem-solving and personal initiative.
- Ability to perform highly accurate, detailed work, and maintain organization while working under pressure to meet multiple deadlines as well as Campus and District demands.
- Ability to critically think through complex systems and provide innovation and input into established and new processes.
- Ability to establish and maintain confidential, respectful, and effective working relationships.
- Excellent oral and written communication skills.
- Ability to interpret, follow, and explain Campus, and District, and State policies and procedures.
- Ability to work confidently with discretion and independently with little direction.
- Ability to gather data and support in preparing reports and correspondence.

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Equivalency If you do not possess the exact degrees, or higher, listed above or if you anticipate receiving the required degree prior to the start of teaching classes, please complete a [Request for Equivalency Form](#) and attach it during the application process. Foreign Degree: Applicants with foreign degrees from colleges or universities outside of the United States must have their coursework evaluated by a professional association that is a member of the National Association of Credential Evaluation Services ([NACES](#)) or Academic Credentials Evaluation Institute, INC. ([ACEI](#)). A copy of the evaluation must be submitted with your online application. Licenses/Certificates/Credentials: Commitment to Diversity: All applicants must have demonstrated cultural competency and sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and classified professionals.

Click [here](#) for the EEO / Diversity / Nondiscrimination - Policies and Procedures Working Conditions Favorable, usually involves an office, and be able to transition from one office space to another within the Basic Needs Center and campus. Special Instructions to Applicants: To ensure consistency, fairness, and alignment with our commitment to Diversity, Equity, Inclusion, and Accessibility (DEIA), please submit only the materials specifically requested in this posting (e.g., no personal photos, articles, etc.). Be sure to upload the required documents using the respective document name labels. Uploading extraneous materials, unless explicitly requested, may result in your application not being reviewed. Only complete application packets will be forwarded to the committee.

Application materials sent via mail, fax, or email will not be accepted. All correspondence, including interview invitations, will be communicated via email.

We are dedicated to maintaining the confidentiality of all inquiries, nominations, and applications in the strictest confidence, and we encourage applicants from diverse backgrounds to apply.

1. Complete online application;
2. Letter of Interest;
3. Curriculum Vitae or Resume;
4. Three (3) professional references listed within the online application; AND,
5. Unofficial Graduate Transcripts.
6. Unofficial Undergraduate Transcripts (optional).
7. Equivalency Request (Optional).
8. Foreign Degree Evaluation (Required if applicable).
9. License/Certificates/Credentials (if applicable).

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Tentative Timeline (Subject to Amendments) In-person first-round interview tentatively scheduled for middle to late May

In-person second-round interview tentatively scheduled for early June Conditions of Employment:

SELECTED CANDIDATE IS REQUIRED TO COMPLETE THE FOLLOWING PRIOR TO EMPLOYMENT:

- Submit "official" college transcripts as stated on application (even if a degree is not a requirement for this position);
- Provide a Certificate of Tuberculosis Exam for initial appointment (Note: The certificate must be renewed every 4 years as a condition of continuing employment);
- Have fingerprints taken by a Live Scan computer at the District's expense (Clearance must be received prior to first day of employment);
- Present original documents for proof of eligibility to work in the United States **as required by the I9 Employment Eligibility Verification form**;
- Attend a new hire processing appointment in People, Culture, and Technology Services located at the District Administrative Offices; AND,
- Employed on an initial contract of one (1) year that is eligible for renewal annually for up to a subsequent one-year period.

EMPLOYMENT AFTER RETIREMENT

If you accept a contract (permanent) position with SDCCD and are a retired annuitant with CalPERS or CalSTRS, you must reinstate from your retirement system. Please reference the [CalPERS](#) or [CalSTRS](#) website for further information. Additional Information: Please note that an employee may be transferred to any site at the option of the Chancellor.

EMPLOYEE BENEFITS

SDCCD provides a comprehensive fringe benefit package for its full-time academic employees. The District contributes toward the cost of the premium (including dependent coverage) for the medical insurance plan options. Additional benefits include dental, vision, sick leave, vacation and opportunities for professional development. Contract employees become members of the State Teachers' Retirement System (STRS) upon appointment. Posting Number AC01118 Indicate budget number(s)

Major Responsibilities:

- Conduct comprehensive intake meetings with students to assess needs for supportive services/

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resources (on and off campus), develop long and short-term goals for each student engaged in program (goals should be related to securing or maintaining housings, basic need access and academic success).

- Maintain a caseload of students who are homeless or house insecured, providing case management from a culturally responsive, trauma-informed, and strength-based lens through individual meetings on a weekly, bi-weekly, monthly, or as-needed basis.
- Develop and maintain working knowledge of referral resources for social service agencies within the local community; facilitate relationships with off-campus agencies and resources to connect students to long-term support.
- Collaborate with academic deans, department chairs, faculty and on-campus student services regarding individual students.
- Coordinate referral and serve as liaison with contracted PATH Housing Navigator to assist students in addressing homelessness or housing insecurity.
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- Participate, as needed, as a member of the Regional Task Force on Homelessness and continue to foster relationships as part of the continuum of care.
- Provide weekly updates on case load, high-risk student situations and prepare case presentations to report at team meetings.
- Aid in the program development, adjusting and amending reporting strategies to provide data to communicate efforts made to the campus, district, and the State.
- Support with preparing reports, statistics, assessments, evaluations, and presentations documenting all student efforts made.
- Ensure accuracy of print and online publications related to the area of responsibility. Assist in maintaining the current directory of community resources available to students, website updates and promotional content regularly.
- Consults regularly with relevant departments on campus regarding services, access, and care to maintain strong collaborative relationships with campus partners in Counseling, DisAbility

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Support Programs and Services, Extended Opportunity Programs and Services, Financial Aid Office, Student Health Services, Student Support Services, Student Affairs Office, and other areas to provide a comprehensive network of support for students in need.

- Facilitate information sharing, as permitted by FERPA, with identified entities including but not limited to campus departments, faculty, classified staff, parents, family members, and designated emergency contacts (as appropriate) regarding basic needs, housing, and serious mental health emergencies, as well as student issues or campus emergencies.
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Qualifications:

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- Knowledge of mental health and basic needs services for college students.
- Knowledge of community resources relevant to basic needs and housing in San Diego County.
- Ability to assess, prioritize, and perform position responsibilities independently using problem-solving and personal initiative.
- Ability to perform highly accurate, detailed work, and maintain organization while working

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- Ability to critically think through complex systems and provide innovation and input into established and new processes.
- Ability to establish and maintain confidential, respectful, and effective working relationships.
- Excellent oral and written communication skills.
- Ability to interpret, follow, and explain Campus, and District, and State policies and procedures.
- Ability to work confidently with discretion and independently with little direction.
- Ability to gather data and support in preparing reports and correspondence.

Licenses:

Pay Information:

Class 1, Step C - Class 6, Step C (\$6,933.44- \$8,849.03) per month based on the current AFT - College Faculty Tenured-Tenure Track Faculty Salary Schedule.

Initial salary placement is commensurate with required education and related teaching experience as outlined in section A2.1 of the AFT Faculty Collective Bargaining Agreement and it is non-negotiable. The District offers a comprehensive fringe benefit package including employer paid medical, dental, vision plans, sick leave, and opportunities for professional development. This position is FLSA Exempt and may not accrue overtime. Benefits will be provided under the terms of the AFT-Guild, Local 1931 - Faculty Collective Bargaining Agreement. Annual Salaries will be recalculated for service less than a full academic year based on Education Code 87815, any required adjustment will be made within the first pay period. Travel reimbursement for interviewees traveling more than 200 miles, one-way, may be paid according to geographic location (see SDCCD Travel Stipend Policy, Rev 7/14/2011). Typically, Assistant Professors earn tenure after 4 years and promote to Associate Professor. The SDCCD Employment Web Page provides a link to employee collective bargaining agreements and handbooks, and more information about terms and conditions of employment to include salary and benefits.

To apply, visit: <https://www.sdccdjobs.com>

All applicants must have demonstrated cultural competency and sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students and staff.

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Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

Student Affairs

San Diego Community College District

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