

**Mental Health Counselor**  
**San Jose/Evergreen Community College District**

Direct Link: <https://www.AcademicKeys.com/r?job=219073>

Downloaded On: May. 9, 2024 4:54am

Posted Aug. 3, 2023, set to expire May 22, 2024

**Job Title** Mental Health Counselor  
**Department** Mental Health  
**Institution** San Jose/Evergreen Community College District  
San Jose, California

**Date Posted** Aug. 3, 2023

**Application Deadline** Open until filled  
**Position Start Date** Available immediately

**Job Categories** Professional Staff

**Academic Field(s)** Administration - Counseling Services

**Apply Online Here** <https://apptrkr.com/4455766>

**Apply By Email**

**Job Description**

Image not found or type unknown

Opportunity Type

ASSOCIATE FACULTY EMPLOYMENT OPPORTUNITY

Position Title

MENTAL HEALTH Counselor

Department

Student Health Center / Counseling Division

Work Location

San Jose City College

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Position Status Up to 65% Load (341.25 Hours for Fall 2023)

Salary Range Hourly rate \$100.05

**POSITION SUMMARY**

??This associate faculty position is a part-time, 65%FTEFall 2023 position as Mental Health Counselor in the Counseling Division located at San Jose City College. Assignment may include day and evening responsibilities.

**DUTIES AND RESPONSIBILITIES**

- ??1. Plan, implement and deliver mental health services and mental health treatment to students in support of wellness, academic success, and retention (e.g. mental health outreach and prevention events/activities).??
2. Assess, evaluate, and counsel students (individually and in groups) in a variety of health related concerns, including mental health and substance abuse issues.??
3. Provide drop in crisis counseling to students in distress, and conduct crisis interventions and assessments as necessary.??
4. Assist in the evaluation and response to student support referrals that come through Maxient. Update records on Maxient as needed.??
5. Develop and maintain confidential patient records in accordance with applicable standards of practice and federal and state laws and regulations.??
6. Provide professional development, training, and outreach to students, faculty, and staff on topics related to mental health (e.g. depression, anxiety, coping skills, students in distress, etc.)??
7. Provide consultation to students, faculty, and staff regarding concerns, mental health issues, and best practices for supporting students with psychological issues.??
8. Participate in the Assessment, Response, and Coordination (ARC)/Behavioral Intervention Team (examples of participation can include risk and psychological assessments, assist with coordinating/co-chairing team, attend team meetings, etc.)??
9. Knowledge and experience providing counseling with underrepresented, multicultural community

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college students.??

10. Knowledge of applicable laws, standards and ethics of professional conduct related to independent practice of psychology, counseling and related topics in healthcare.??

11. Adapt methodologies for students with special needs and different learning styles.??

12. Demonstrate commitment to professional development, including but not limited to activities such as: participation in professional conferences, workshops, seminars, membership in professional organizations, research projects, publishing academic work, participation in statewide committees or organizations, etc.??

13. Demonstrate sensitivity in working with students and staff of diverse racial, ethnic, academic and socio economic backgrounds, sexual orientation, and disabilities by showing respect for differences and the dignity of others.

??14. Meet record keeping obligations on time, e.g. grades, census, reports, rosters, textbook orders, and requisitions.??

15. Perform other duties as required by the Collective Bargaining Agreement.

## **Required Qualifications**

### **EDUCATION AND EXPERIENCE**

??Master's in Clinical Psychology or Marriage and Family Therapy

OR

\*The Equivalent

District's Diversity Requirements Demonstrated sensitivity, knowledge and understanding of the diverse academic, socioeconomic, gender identity, sexual orientation, cultural, disability, and ethnic background of groups historically underrepresented, and groups who may have experienced discrimination.

Success integrating diversity as appropriate into the major duties outlined in the job description and in

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the duties listed in the District's hiring policy; or demonstrated equivalent transferable skills to do so.

\*Equivalency Information:?? Applicants applying under equivalency bear the responsibility of submitting the District's Equivalency Application form with details and evidence of the factors (academic preparation and/or experience) that they believe to be equivalent of the required qualifications as listed on the Job Announcements. Application(s) for equivalency are required if the degrees are not in the exact discipline required for the applicable position, according to the California Community College Minimum Qualifications (select link below to review).

??NOTE: Equivalency review is for degrees not in the exact discipline, only. If you have a degree earned outside of the United States, a U.S. credential evaluation must be attached with your application materials. (See \*Foreign Degrees section below).

??California Community College Minimum Qualifications?

<https://www.cccco.edu/-/media/CCCCO-Website/About-Us/Divisions/Educational-Services-and-Support/Academic-Affairs/What-we-do/Curriculum-and-Instruction-Unit/Minimum-Qualifications/cccco-2022-report-min-qualifications-a11y.pdf?la=en&hash=C250C473024B24162799C9E64C787EF7E50DC5C6>

??District Equivalency Form?

[http://www.sjeccd.edu/HumanResources/Documents/Equivalency\\_Application\\_Form.pdf](http://www.sjeccd.edu/HumanResources/Documents/Equivalency_Application_Form.pdf)

**Foreign Degrees:**

?Degree(s) must have been awarded by a college or university accredited by an accrediting body recognized by the U.S. Council on Post-Secondary Accreditation and/or the U.S. Department of Education.

??All degrees and credits earned outside of the United States must have a U.S. evaluation (course by course) of the transcripts and must be submitted with the application.

??Degrees earned outside of the U.S. without a U.S. credential evaluation attached, will not be considered.

**Desired Qualifications:**

??1. Possession of a valid California Psychology, LFMT, LCSW, or LPC License.

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2. Formal or recent experience with planning mental health outreach and prevention activities.
3. Experience working in a college or university health service.
4. Experience working with transitional age youth.
5. Awareness of and commitment to the philosophy and objectives of the California community college.
6. Experience in providing direction and training to mental health interns.
7. Bilingual abilities (Spanish /English or Vietnamese/English) and multicultural experience desirable.

**Working Environment:** Typical classroom environment.

About San Jose/Evergreen Community College District The District is represented by dedicated and talented employees who are passionate about providing our student population with the best educational experience possible. The District recognizes that cultural diversity in the academic environment promotes academic excellence; fosters cultural, racial and human understanding; provides positive roles models for all students, and creates an inclusive and supportive educational and work environment for its employees, students, and the community it serves.

??As of Fall 2021, with enrollment of approximately 14, 699 students per semester, and an extremely diverse student population (Hispanic/Latino 44%, Black/African-American 4%, Asian/Pacific Islander 34%, American Indian/Native American 0.2%, White/Caucasian 10%) attaining educational goals reflecting 56% – Transfer to a 4-Year College/ University, the District's emphasis on student success makes it a recognized educational leader in the State.

??The District encourages a diverse pool of applicants to serve as colleagues to an existing diverse faculty consisting of 20% Hispanic/Latino, 27% Asian/Pacific Islander, 5% Black/African American, .1% American Indian/Native American, 41% White/Caucasian, and as well as encouraging applications from all qualified, outstanding applicants.

### Important Information

#### **EQUAL OPPORTUNITY EMPLOYER STATEMENT:**

??San José-Evergreen Community College District is an Equal Opportunity Employer committed to nondiscrimination on the basis of ethnic group identification, race, color, language, accent, immigration status, ancestry, national origin, age, gender, gender identity, religion, sexual orientation, transgender,

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marital status, veteran status, medical condition, and physical or mental disability consistent with applicable federal and state laws.

**??CONTACT:**

??Employment Services,

?Human Resources,SJECCD

?40 S. Market Street, San Jose, CA 95113

?Phone: (408) 270-6414

?Email: [hremploymentservices@sjeccd.edu](mailto:hremploymentservices@sjeccd.edu)

?Employment Website: <https://sjeccd.peopleadmin.com>

?District Website: [www.sjeccd.edu](http://www.sjeccd.edu)

**??APPLICATION PROCEDURES:**

??Interested applicants MUST SUBMIT ONLINE ALL of the following materials by the First Review Date/Closing Date as listed on the job announcement. Applications received after the First Review Date will only be forwarded to the hiring committee at their request.

??1. A completed online San José-Evergreen Community College District APPLICATION.

??2. A COVER LETTER (Stating how you feel you meet the qualifications as outline in the job announcement).?

3. A current RESUME/CURRICULUM VITAE?

4. TRANSCRIPT– (If Required) If a degree is listed as a requirement, transcripts (Not Diplomas) MUST INCLUDE confer or award date of stated degree. Unofficial transcripts will be accepted; however if the position is offered, official transcripts will be required prior to employment. If the transcripts or degrees are from outside of the United States, an official certification of equivalency to U.S. degrees by a certified U.S. credential review service (course by course of the transcripts) MUST also be submitted. (See below for a list of suggested services that provide foreign degree equivalency evaluation to U.S. degrees).

??Note: Some positions may require additional documents and/or certificates, in addition to the items listed above. Please refer to the job announcement.??

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**OTHER APPLICANT INFORMATION:??**

1. Only complete application materials will be considered. No exceptions.??
2. Letters of Recommendation are NOT required and will not be forwarded to the hiring committee.??
3. Upon hire the successful candidate must provide the required documents of identity and authorization to work and attest he/she is authorized to work in the United States.??
4. Application materials become the property of the District and will not be returned or duplicated.??
5. Travel expenses to attend the interview are the responsibility of the candidate.
- ??6. Meeting the minimum qualifications doesNOTassure an interview.??
7. The District may re-advertise, delay, choose not to fill the position, or choose to fill more than one position. ??Suggested services that provide foreign degree equivalency evaluation to U.S. degrees:?? Academic Credentials Evaluation Institute, Inc.?

Website: <http://www.acei-global.org/>?? Education Records Evaluation Services?

Website: [www.eres.com](http://www.eres.com)??

International Education Research Foundation?Website: <http://www.ierf.org/>

**CONTACT:**

William Garcia  
Vice President, Student Affairs  
San Jose City College  
2100 Moorpark Avenue  
San Jose, CA 95128-2799  
Email: [william.garcia@sjcc.edu](mailto:william.garcia@sjcc.edu)

Documents Needed to Apply  
Required Documents

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1. Cover Letter
2. Resume/Curriculum Vitae
3. Transcripts

**Optional Documents**

1. Equivalency form (ONLY if required)
2. Foreign Degree Transcript Evaluation (ONLY if required)

**Contact Information**

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

**Contact**

Mental Health  
San Jose/Evergreen Community College District

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