

Feather River College

Student Employment

Job Title: Mental Health and Wellness Center Student Worker

DESCRIPTION:

The Mental health and wellness student employee is a position to support students by connecting them to mental health services. With a focus on general student population, marginalized, and under-represented groups, the mental health student employee will provide support to the mental health counselor, handle basic scheduling, event coordination, and promote prevention and outreach to students. This position will also coordinate diversity and inclusion services with other student-centered areas of the college.

ESSENTIAL DUTIES:

- Responsible for scheduling individual and group counseling, crisis management, and intervention support for FRC campus students.
- Coordinates and outreaches for wellness services to engage and support general student population and underrepresented groups
- Liaises and collaborates with student organizations, academic departments, and administrative offices that attend to underrepresented students through programming and campus partnerships
- Creative participation to coordinate psychoeducational events that focus on promoting identity based equity in student mental health and wellness
- Works with the Counseling Services Case Manager to build strong community based referrals and awareness of appropriate resources for students who belong to historically marginalized and underrepresented groups.
- Provides support to other staff and faculty on mental health and wellness student/campus needs
- Develops and maintains relevant protocol for departmental operations manual
- Maintains administrative forms and electronic records

MINIMUM QUALIFICATIONS:

- Customer Service
- Confidentiality
- Experience with basic office procedures and equipment
- Organizing and maintaining files, records, logs and documentation
- Basic computer operations and the use of word processing
- Basic business arithmetic and operations in Excel
- Adept in English composition, grammar, spelling and punctuation
- Ability to interpret and apply procedural instructions
- Effective oral and written communication skills
- Ability to work effectively in an environment with frequent interruptions
- Understanding of the educational, cultural and social needs of a diverse student population (domestic and international student community)

PHYSICAL CHARACTERISTICS:

Vision sufficient to read computer screens, handwritten, and printed documents; Manual dexterity to operate keyboards, manipulate papers, answer phone; Speech and hearing to communicate effectively with individuals; Bending and reaching to obtain or replace files and records.