

## **Psychological Counselor/Case Manager**

### **Duke Kunshan University**

#### **Job Description**

##### **Position Overview:**

CAPS is the primary counseling center for the DKU student community and emphasizes a multicultural and multimodal approach to providing services, aiming to address the complex needs of students on individual as well as at the university community/collective levels. This position requires a degree in either Social Work or Psychological Counseling at the Master's or above, preferably from an APA (American Psychological Association) accredited academic program. Interested individuals should be licensed or license-eligible in either the United States, Canada, and/or equivalent certification in the People's Republic of China, preferably with demonstrated competency in providing oversight of one or more part-time counselors and one administrative staff shared with the campus Health Services.

It is essential that candidates are strong generalists who have a strong multi-culturally-focused clinical identity. Strong preference will be given to candidates with demonstrated experience and commitment in working in a multidisciplinary setting with service to undergraduate, graduate and professional students who come from diverse ethnic and racial communities in China and from other countries with diverse backgrounds and varying sexual orientations and gender identities. The ideal candidate will have experience and/or interest in developing interventions at the university community level. He/she shall have demonstrated experience providing mental health consultation to various university constituents, and ability to present a strong identity of the campus' Student Life program. It is required that a candidate is bilingual in providing counseling to a student population of approximately 50% international students and 50% Chinese students from China.

##### **Reports to:**

Associate Dean for Student Life

##### **Essential Duties:**

- Provide triage, as needed, to DKU students who present themselves at CAPS, and timely in-person counseling for urgent cases, and schedule appointments for future counseling sessions.
- Provide counseling services through a multicultural framework and can provide multimodal treatment and interventions to emerging adults. Modalities include didactic/experiential group interventions, group psychotherapy, individual counseling, consultation, and crisis intervention.

Counseling should consider the students' sociocultural, family and community networks, and each of their coping strategies. Adaptation of practical, action-oriented, short-term and solution-focused approach from an eco-systemic perspective consistent with Chinese culture should be considered. Provides oversight of part-time counselors from off-campus counseling services.

- Serve as the case manager of existing clients requiring complex liaison with campus departments and community counseling resources.
- Serve as the point person in managing developing crisis and urgent mental health incidents, and take necessary follow-up actions according to the procedures established for mental health emergency and crises cases.
- Develop self-help classes or online materials addressing stress management, homesickness, coping with anxiety, time management, and test-taking anxieties.
- Develop and revise campus intervention protocol in dealing with campus mental health emergencies.
- Conduct training and preventive mental health education to the DKU faculty, staff and students; serves as consultant to campus faculty and staff.
- Oversee and jointly evaluate the work of the administrative assistant (receptionist) shared between CAPS and the Campus Health Service.
- Manage CAPS by coordinating with off-campus counseling services provider for rotation coverage during week days, and for after-hour and weekend emergency services.
- Share on-call duties for health emergencies.
- Maintain confidential student mental health records.
- Perform other tasks related to counseling or operation of CAPS as assigned.
- Develop health and wellness programs for students.
- Other tasks as assigned.
- University employees' job responsibilities will continue to expand in scope and depth as the University grows in size and complexity in its programs.

**Required Qualifications:**

- Master degree in Social Work, Clinical or Counseling Psychology, or in other related mental health counseling degree programs.
- License or license-eligible in any States in the U.S., Canada, or licensed or license-eligible minimally at the Level 2 Counselor with either the National Counseling Licensing Board of the People's Republic of China, or the China Ministry of Human Resources and Social Security.

- Demonstrated competencies in counseling, training, management and administration of a counseling program or department with at least two years of full-time clinical experience
- Bilingual in English and Chinese.

**Preferred Qualifications:**

- Doctorate degree in Social Work, Clinical or Counseling Psychology from an APA-accredited training program, and/or nationally recognized institutions/organizations in China.
- Licensed or license-eligible in any State in the U.S. or Canada, or licensed or license-eligible minimally at the Level Three Counselor with the National Counseling Licensing Board of the People's Republic of China.
- Demonstrated competencies in counseling of college/university students at a higher education institution with at least five years of full-time clinical experience.