Job Title: Coordinator, Risk Screening

BCAT Code: 09IX40  Effective Date: June 25, 2013
Pay Grade: G17    FLSA Status: Exempt  Revision Date: July 1, 2013

General Description
Assists the Director of Psychological and Health Services in coordinating services to meet the needs of students who are at risk due to acute and/or chronic mental health concerns.

Examples of Duties
- Provides administrative coverage for campus emergencies in rotation with the Director after hours and during day assignments.
- Coordinates the Counseling and Testing Center (CTC) risk screening process for at risk students.
- Screens students who are identified at risk or are of concern.
- Educates the campus community on the identification and referral of students of concern or at risk.
- Provides education and prevention programs to the campus community on psychological and health issues.
- Provides individual counseling, assessment and consultation.
- Provides workshops and seminars for students and the campus community.
- Coordinates the assessment of programs and services in the risk screening area.
- Performs other duties as assigned.

Knowledge, Skills and Abilities
- Knowledge and experience in University mental health settings.
- Knowledge of threat assessment and threat management theory and practice.
- Knowledge of the assessment of substance use disorders and their treatment/prevention with University populations.
- Knowledge of strategies for the prevention of sexual assault on University campuses.
- Experience in case management involving harm to self and others.
- Excellent written and verbal communication skills.
- Excellent interpersonal, crisis management and analytical skills.
- Ability to review and interpret clinical assessments and formulated interventions.
- Ability to provide crisis intervention and response.
- Ability to develop and maintain working relationships.
- Ability to develop comprehensive education programs.

Minimum GSU Hiring Standards
Doctoral degree from an American Psychological Association (APA) accredited program in Counseling or Clinical Psychology; licensed as a psychologist in the State of Georgia and two years of related experience. Experience in a university mental health setting is preferred.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.