

THE COUNSELING CENTER
Request for a Graduate Assistantship
Position: Fall 2023-Spring 2024

The primary role of the Graduate Assistant in the Counseling Center is to serve as a Case Manager/Referral Coordinator. Additionally, Graduate Assistants offer front desk coverage for the Counseling Center. Graduate Assistants are the primary handlers of our Counseling Center Instagram account and all other duties related to social media. This is a full-time (20-hours per week) position.

To best serve our students it is necessary to refer students to community resources in a variety of circumstances so that they may receive a higher level of care (e.g., intensive eating disorder treatment services, substance abuse rehabilitation, intensive outpatient services, longer term therapy). The Graduate Assistants serving for the Counseling Center play an integral role in coordinating the shift of care into the community. Graduate Assistants meet with clients of the Counseling Center individually for referral appointments to aid in this process, they document these meetings and follow up with students to ensure the student is supported in making the connection. Additionally, Graduate Assistants are welcome to participate in our growing outreach programming on campus to offer other departments information about our services and provide specialty support (e.g., stress management training, diversity focused programming). They have the option to co-lead a group if that is of interest to them. Graduate assistants work closely with our administrative staff, they also have weekly check-ins with the director for clinical matters and consultations with other clinical staff as desired or needed. They are valued members of the Counseling Center team.

Functions of the Graduate Assistant

- To identify appropriate community providers as needs arise in our clients for referral;
- To maintain and keep current a database of providers, including which insurances they accept, the kinds of problems in which they specialize, their rates, and whether they are accepting new patients;
- To guide Counseling Center clients through the referral process to individual providers and/or treatment services in a timely fashion and document contact with students;
- To participate in at least one group supervision and/or training seminar offered through the Counseling Center;
- To follow up with clients who are referred to assure that the referral has been accomplished and to ascertain students' feedback regarding their satisfaction with

- both the process of referral and the services they are receiving;
- To assist with connections to on campus resources and to identify other human service agencies that can assist with non-therapeutic needs—e.g. housing, food, employment, welfare etc.
 - To assist students in need of those services to navigate what can be a confusing network of procedures and requirements;
 - To assist in the design, delivery, and marketing of outreach programming to the campus community;
 - To support front desk coverage for the Counseling Center by greeting and checking in students, and assisting students over the phone.

Qualifications

If approved for this request, applicants must be current Graduate students with backgrounds tied to the mental health fields (e.g., Masters/CAGS programs in counseling and social work) and be willing to work **Full-Time (20 hours per week)**.

*** Please note that if you have been previously treated at the counseling center, it may preclude you from being accepted for this position due to the potential for a dual relationship, which would be a violation of our code of ethics. We apologize in advance for this.

Contribution to the Graduate Assistant's Professional Development

Our past graduate assistants have all reported that working in a college counseling setting has been a very enriching experience, allowing them an inside look at both the clinical and administrative challenges of providing psychological services to students. Graduate Assistants have the option to attend a variety of clinical trainings at the counseling center during their time here including case conference trainings and other trainings related to clinical process and procedures. We believe this will afford them a broader range of career options within the mental health arena.

If approved for this request, the application procedure will be to:

Please email a cover letter, CV, and two letters from professional references to:

Dr. Kate Roarr, Interim Director of the Counseling Center/Licensed Psychologist,
kroarr@ric.edu