

**COLORADO NORTHWESTERN COMMUNITY COLLEGE  
JOB DESCRIPTION**

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**POSITION TITLE:** Director of Student Well-Being

**DEPARTMENT:** Student Services

**REPORTS TO:** Vice President of Student Services

**SUPERVISES:** N/A

**FLSA:** Exempt   X   (12 month appointment) Non-Exempt \_\_\_\_\_

**DOCUMENT STATUS:** New/Date:   05/11/2023   Revision #   1   Date:   05/23/2023  

**TRAVEL:** Travel may be required

**SALARY:** \$55,000.00 - \$65,000.00 (Salary is commensurate with education and experience)

*Excellent benefit package including retirement and health insurance is available.*

**SICK LEAVE:**   10   hours/month      **ANNUAL LEAVE:**   15   hours/month

**COLLEGE-WIDE**   X   **CAMPUS:** \_\_\_\_\_ **RANGELY**   X   **CRAIG**

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**ABOUT COLORADO NORTHWESTERN COMMUNITY COLLEGE:**

Colorado Northwestern Community College (CNCC) fosters educational excellence and student success, prepares students for local and global citizenship, anticipates and responds to the needs of surrounding communities, and contributes to evolving regional economic development. CNCC is a small, rural community college located in Northwest Colorado with campuses located in Rangely, CO and Craig, CO. CNCC offers an exceptional experience to employees with outdoor activities, wildlife, and small rural communities.

The College has various unique programs including Aviation Technology (Flight), Aviation Maintenance Technology, National Park Service Academy and the Paleontology Plan of Study. We also offer great opportunities for our students in Nursing, Dental Hygiene, Emergency Medical Services and Automotive Technology. The college provides AA, AS, AAS, and certificate programs so students have excellent choices in their degree plans.

**GENERAL SUMMARY:**

The Director of Student Well-Being will oversee the development, provision and promotion of all Mental Health/Well-Being programs and services at CNCC, with a primary focus on the student. The Director will serve as the organizational leader for the Mental Health/Well-Being Office to ensure that CNCC's mission, vision and treatment philosophy are consistently implemented in all treatment programs. They will also be expected to work closely with their counterpart on our Rangely Campus to ensure all student needs are being met. They will also manage business and clinical decisions on a daily basis, while displaying strong business acumen and empathy for students/patients.

**PRIMARY DUTIES & RESPONSIBILITIES:**

**Duties and Responsibilities include:**

- Intake and interview student/patients to obtain information concerning social history, treatment, and other pertinent information.
- Manage the caseload of students/patients through ongoing assessment of individualized needs.
- Execute therapeutic and/or crisis interventions, skill building, and case management for individuals.
- Maintain accurate records to ensure compliance with Federal and State regulations.

- Participate in scheduled meetings, specifically CARE team meetings.
- Refer students/patients to supportive services, supplemental treatment, and counseling as required.
- Assure that contracts are established and maintained for each student/patient (giving consent) in a courteous, professional manner to ensure continuity of care.
- Coordinate the interdisciplinary assessment process and develop a summary within three days of student referral.
- Coordinate discharge plans and continuation of care plans.
- Keeps informed of developments in theory and research.
- Adhere to HIPAA and FERPA guidelines.
- Serve as a primary leader in educating and training the CNCC community about health promotion and well-being, including serving as the primary contact for orienting new students to the offerings of the Student Mental Health and Well-Being services.
- Develop, lead, coordinate, facilitate and assess educational workshops and presentations for students, faculty, staff, and administrators.
- Coordinate college-wide programs campaigns and initiatives in partnership with colleagues and community partners such as well-being fairs, the National Collegiate Health Assessment, required vaccination initiatives and others.
- Develop and coordinate workshops or panel discussions on a variety of topics including mental health, self-care and developing coping, and resilience skills.
- Research, expand and implement educational programs and workshops on a variety of health and wellness topics to support diverse student groups.
- Assist in the development, implementation of periodic student wellness surveys that:
  - 1) Provide baseline and follow-up wellness data.
  - 2) Identify program needs and priorities.
  - 3) Collect information on the effectiveness of programs and services.
  - 4) Track trends in student wellness status and behavior.
- Maintain record keeping, documents, reports and routine correspondences in a timely manner.
- Engage in, and collaborate with, campus-wide committees devoted to student wellness.
- Must have excellent communication skills both written and verbal. This position will provide regular feedback to supervisor and recruiting team on prospects, calendar, and requests.
- Build relationships with parents, guidance counselors/advisors, and other external constituents.
- Promote and adhere to the Mission & Vision of the College and employee handbook.
- Maintain and develop relationships with faculty and staff of the College.
- Represent the College at internal and external functions as needed.
- Performs other services as deemed reasonable by the Vice President of Student Services.

**ESSENTIAL QUALIFICATIONS:**

*This job requires any equivalent combination of knowledge, skills, abilities, education, and/or experience as indicated below:*

**Education and Training:**

- Master’s degree in Psychology from accredited college or university

**Licensure/Certification:**

- Colorado State Board of Psychologist Examiners Licensure
- Valid Driver License

**Prior Related Experience:**

- 1-3 years' experience in any combination of the following:
  - a. Clinical Psychology
  - b. School Psychology
  - c. Counseling Psychology
  - d. Cognitive/Behavioral Psychology
- Experience living and working in a rural community

**Equipment & Technology:**

- Strong working knowledge of computer software relative to the position (database driven software), as well as Microsoft Excel, Word, and Outlook.

**Other:**

- Possess diplomacy, tact, and the ability to use good discretion with confidential student/patient information.
- Excellent verbal and written communication skills to communicate with students, parents, families and collaborate effectively with campus partners.
- Possess strong customer service skills.
- Ability to work independently and as a part of a team.
- Demonstrated commitment to diversity and experience with promoting inclusivity required.
- Attention to detail and ability to multi-task
- Strong public speaking skills.
- Self-starter who is comfortable working with diverse populations. Must be outgoing and willing to interact with prospective students in a variety of settings.

**PREFERRED QUALIFICATIONS:****Education and Training:**

- PhD in Psychology from accredited college or university

**Prior Related Experience:**

- 3-5 years' experience in any combination of the following:
  - e. Clinical Psychology
  - f. School Psychology
  - g. Counseling Psychology
  - h. Cognitive/Behavioral Psychology

**APPLICATION INSTRUCTIONS:**

All interested and qualified applicants are asked to submit a cover letter, resume and three letters of recommendation, along with a completed Colorado Northwestern Community College application for exempt employment to the Department of Human Resources.

**Colorado Northwestern Community College is an Equal Opportunity Employer**

Colorado Northwestern Community College prohibits all forms of discrimination and harassment including those that violate federal and state law, or the State Board for Community Colleges and Occupational Education Board Policies 3-120 and 4-120. The College does not discriminate on the basis of sex/gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, genetic information, gender identity, or sexual orientation in its employment practices or educational programs and activities. Colorado Northwestern Community College will take appropriate steps to ensure that the lack of English language skills will not be a barrier to admission and participation in vocational education programs.

The College has designated Jennifer Rea, Associate Director of Campus Life, as its Title IX/EO Coordinator and David Hardman, Vice President of Student Services, as its Interim ADA/Section 504/Title II with the responsibility to coordinate its civil rights compliance activities and grievance procedures. If you have any questions regarding Title IX/EO please contact Jennifer Rea, at (970) 675-3229 or [jennifer.rea@cnc.edu](mailto:jennifer.rea@cnc.edu) and for questions regarding ADA/Section 504/Title II please contact David Hardman at 970-675-3215 or [david.hardman@cnc.edu](mailto:david.hardman@cnc.edu). Reasonable accommodations are available. To request a reasonable accommodation, please contact Angela Miller, Human Resource Manager, at 970.675.3235 or [angela.miller@cnc.edu](mailto:angela.miller@cnc.edu). You may also contact the Office for Civil Rights, U.S. Department of Education, Region VIII, Federal Office Building, 1244 North Speer Boulevard, Suite 310, Denver, CO 80204, telephone (303) 844-3417.

Title IX/EO Coordinator

Name: Jennifer Rea  
Address: 500 Kennedy Drive, Rangely, CO 81648  
Phone: 970.675.3229

Deputy Title IX Coordinator

Name: Angela Miller  
Address: 500 Kennedy Drive Rangely, CO 81648  
Phone: 970.675.3235

Deputy EO Coordinator

Name: Angela Miller  
Address: 500 Kennedy Drive Rangely, CO 81648  
Phone: 970.675.3235

Interim ADA/Section 504/Title II Coordinator

Name: David Hardman  
Address: 500 Kennedy Drive, Rangely CO 81648  
Phone: 970.675.3215

## ESSENTIAL FUNCTIONS

**In an 8 hour workday, this job requires:**

**N/A = Not Applicable**

**R = Rarely**

**O = Occasionally**

**F = Frequently**

**C = Continually**

**(less than ½ hour per day)**

**(1/2 - 2.5 hours per day)**

**(2.5 - 5.5 hours per day)**

**(5.5 - 8 hours per day)**

Physical Requirements	N A	R	O	F	C	Describe any job duty that requires repetition or a unique application of the activity.
Sitting				X		
Stationary Standing					X	
Walking					X	
Ability to be Mobile				X		
Crouching (bend at knees)			X			
Kneeling/Crawling			X			
Stooping (bend at waist)			X			
Twisting (knees/waist/neck)			X			
Turn/Pivot				X		
Climbing		X				
Balancing	X					
Reaching Overhead		X				
Reaching Extension		X				
Manual Dexterity			X			
Pushing/Pulling						
1 - 10 lbs.				X		
11 - 20 lbs.				X		
21 - 35 lbs.			X			
36 - 50 lbs.		X				
51 - 75 lbs.		X				
76 - 100 lbs.	X					
Lifting/Carrying						
1 - 10 lbs.				X		
11 - 20 lbs.				X		
21 - 35 lbs.			X			
36 - 50 lbs.	X					
51 - 75 lbs.	X					
76 - 100 lbs.	X					

<b>Other physical demands:</b>						
<b>Sensory Requirements</b>	<b>N A</b>	<b>R</b>	<b>O</b>	<b>F</b>	<b>C</b>	<b>Describe any job duty that requires repetition or a unique application of the activity.</b>
Talking in Person					X	
Talking on Telephone					X	
Hearing in Person					X	
Hearing on Telephone					X	
Vision for close work			X			
Other Sensory Requirements	X					
<b>Environmental Requirements</b>	<b>N A</b>	<b>R</b>	<b>O</b>	<b>F</b>	<b>C</b>	<b>Comments</b>
Safety requirements (i.e. clothing, safety equipment required, activities performed)				X		
Exposures (i.e. fumes, chemicals, vibrations, humidity, cold, heat, dust, noise, blood & body fluids)		X				
Operation of equipment, tools, vehicles		X				
Required hygiene standards (food handling, clean, contaminated, and sterile equipment, etc.)		X				
Other environmental requirements:		X				

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This Job Description reflects Colorado Northwestern Community College’s best effort to describe the essential functions and essential qualifications of the job described. It is not an exhaustive statement of all the duties, responsibilities or qualifications of the job. This document is not intended to exclude an opportunity for modifications consistent with providing reasonable accommodation. This is not intended to be a contract. Your signature indicates you have read this Job Description and understand the essential functions and essential qualifications of the job.

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Employee Review: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Review: \_\_\_\_\_ Date: \_\_\_\_\_