Luther College Student Employment
Position Description and
Safety Questionnaire
(Updated 2/19/18)

Position Title: Counseling Service Outreach Assistant
Department: Counseling Service
Student Work Supervisor: Bobbi-Jo Molokken
Alternate Supervisor: Meg Hammes

Primary Function

The Counseling Service Outreach Assistant will work with the Counseling Service staff in developing, implementing, and delivering information that supports the department’s mission to work collaboratively with students to foster their development as whole and resilient persons.

Qualifications:

- Must be a full time Luther College student in good academic standing and eligible for work-study (4-5 hours/week).
- Must have excellent written, verbal and electronic communication skills.
- Must be able to effectively work independently and as a member of a team.
- Must be a self-starter.
- Must have the ability to work collaboratively with various offices across campus such as Residence Life, Public Information, Wellness, and Health Service.
- Must have moderate level of competence and comfort with technology and social media.

Duties and Responsibilities

- Attend required trainings related to mental health, suicide prevention, and campus and community resources.
- Sign and uphold confidentiality agreement.
- Write a weekly entry on the Counseling Service web site blog.
- Attend Counseling Service Outreach Assistant staff meetings.
- Assist in development and promotion of the services and passive and active programming events of the Counseling Service related to things such as suicide prevention, disordered eating awareness, depression, anxiety, time management skills, healthy coping skills and more.
- Assist professional staff in presenting of workshops on deliver on own.
- Assist professional staff in preparation for trainings including assembling and handing out materials.
- Collaborate with various offices, staff and students in the development of educational efforts.
• Have specific knowledge related to referral resources on campus as well as in the Decorah community.
• Assist in management of Counseling Service’s online content (website, facebook, pinterest, youtube or other social media)
• Other duties as assigned by the Counseling Service staff.

Learning goals and objectives:

Critical Thinking & Problem Solving

• Read and interpret ACHA and other data in order to inform outreach efforts.
• Analyze current events and provide reflection in the form of a weekly blog.
• Demonstrate problem solving when creating and implementing outreach events.
• Incorporate information learned in academic role into work study role.
• Effectively utilize skills associated with research to look at best practices and research based approaches.

Collaboration & Leadership:

• Collaborate with other offices on campus to assist in promotion and execution of campus events.
• Be self-directed in completion of assigned tasks.
• Work independently when tabling for promotion of events.
• Demonstrate collaboration with LCCS staff in order to provide outreach services.
• Explore, learn, and demonstrate leadership which fits their leadership style.

Agility & Adaptability

• Recognize and respond effectively to unplanned barriers that arise during events.
• Be flexible in scheduling as work hours will vary greatly.
• Identify ways to develop personal responsibility.
• Be aware of all campus resources if emergency situations arise.
• Recognize strengths and weaknesses in order to adapt to setting and situation.
• Willingness to learn

Initiative & Entrepreneurialism

• Demonstrate self-direction in managing projects with little supervision.
• Recognize needs on this campus and suggest future programming ideas to supervisor.
• Provide new and imaginative programming ideas.

Effective Oral and Written Communication

• Respond quickly and clearly via email with Counseling Service staff.
• Utilize creative writing skills in creation of a weekly blog
• Present self in a professional manner when communicating via written or oral methods representing Counseling Service.
• Ability to articulate what confidentiality is and identifies at least one exception to absolute confidentiality.
• Show knowledge of using social media as a form of communication.
• Personally promote and attend when possible LCCS sponsored events.

**Accessing and Analyzing Information**
• Locating online content which is consistent with the mission of LCCS.
• Ability to share and locate online the referral process to Counseling Service.
• Knowing where to direct others when requests of information are beyond the student’s individual knowledge.
• Developing familiarity of all services and online content of LCCS.
• Ability to share information about referral sources available on campus and in the community.
• Review relevant research and data to inform outreach efforts.

**Curiosity and Imagination**
• Identify personal strengths and weaknesses and seek to challenge and improve their skills.
• Identify possible areas of change within the department.
• Propose creative ideas for outreach events.
Safety Hazards and Physical Demands:

*Please check any hazards and appropriate training below that apply to this position.

☐ yes  ☒ no  The student is required to stand for long periods of time.

☐ yes  ☒ no  The student is required or may need to lift more than 20 pounds.

☐ yes  ☒ no  The student will be trained in proper lifting techniques.

☐ yes  ☒ no  The student is required to wear safety goggles, a harness or other protective clothing.

☐ yes  ☒ no  The student is required to wear closed toe shoes.

☐ yes  ☒ no  The student is required or may be exposed to hazardous materials or caustic chemicals. (Including but not limited to petroleum products, cleaning agents, bleach, paints, paint thinner, lawn treatment chemicals, chemical agents, laboratory chemicals, pool treatments, etc.)

☐ yes  ☒ no  The student will be trained in the handling of hazardous materials or caustic chemicals.

☐ yes  ☒ no  The student is required to use power tools, machinery, or other equipment.

☐ yes  ☒ no  The student will be trained to use power tools, machinery, or other equipment.

☐ yes  ☒ no  The student is required to use objects such as knives, cutters, or other sharp objects.

☐ yes  ☒ no  The student will be trained in the use of objects such as knives, cutters, or other sharp objects.

☐ yes  ☒ no  The student is required to climb on lifts, ladders, scaffolding, or other apparatus.

☐ yes  ☒ no  The student will be trained in the use of all lifts, ladders, scaffolding, or other apparatus.

☐ yes  ☒ no  The student will be exposed to liquids or oils with temperatures such as extreme hot or cold that could potentially cause injuries.

☐ yes  ☒ no  The student will be trained to safely use liquids of extreme temperatures that could cause injury.

☐ yes  ☒ no  The student is required to operate a utility vehicle.

☐ yes  ☒ no  The student will be trained to safely operate a utility vehicle.

☐ yes  ☒ no  The student is required to have a valid driver's license.