

# **Mt. San Jacinto College (MSJC) TRAINEE DUTIES:**

Under the guidance of a licensed mental health clinician, **Mental Health Trainee** duties may include but are not limited to the following:

- Provide mental health counseling services (individual, couples, and families) to college students of diverse racial, cultural, gender, intellectual, physical, and socioeconomic backgrounds at MSJC's Student Health Centers.
- Formulate case conceptualizations at intake using validated symptom measures and structured interviewing skills.
- Develop individualized treatment goals to enhance mental health and strengthen resilience.
- Support students in achieving and sustaining academic, personal, and interpersonal success.
- Provide crisis support utilizing distress stabilization interventions and collaborating with staff and external agencies when necessary (e.g. Campus Safety, Mobile Crisis Units) to manage risk.
- Identify and refer students to local resources for basic needs (e.g., food, housing, financial assistance).
- Co-lead psychoeducational workshops/groups to teach mental wellness tools and encourage use of mental health services.
- Assist with campus and community mental health events to promote mental health awareness and stigma reduction.
- Collaborate with trainees and Clinical Supervisors to develop programs addressing agency and student needs.
- Demonstrate effective oral and written communication, maintaining clear, accurate, and timely clinical documentation.
- Use bilingual skills (if applicable) to provide services and lead workshops for non-English-speaking students.
- Demonstrate strong time management, organization, and follow-up skills.
- Maintain confidentiality of student records and information.
- Operate computer applications (e.g., MS Outlook, Teams) and learn HIPAA-compliant electronic health record platform for clinical documentation.
- Possess strong interpersonal skills to work collaboratively and effectively with all segments of the educational community and diverse populations.
- Able to work independently with minimal supervision or direction.
- Maintain punctual and consistent attendance in accordance with our Attendance Policy.
- Follow agency and district policies at all times, consulting the Clinical Supervisor when issues arise.
- Perform additional related duties as assigned.

## **EDUCATION AND EXPERIENCE**

- Bachelor's degree (or higher) in psychology, social work, or related field (required).
- Must be eligible to participate in Mental Health Therapist trainee hours.
- Must be enrolled in a university working towards a Marriage and Family Therapy (MFT), Professional Clinical Counseling (PCC), or Social Work (MSW) degree.

## **PHYSICAL REQUIREMENTS**

- Ability to communicate effectively in person and phone.
- Visual acuity to read a variety of documents and monitor students.
- Dexterity of hands and fingers to operate office equipment.
- Sitting or standing for extended periods of time.
- Ability to bend, stoop, kneel, crouch, and walk to assist students.
- Reaching overhead and horizontally to store or retrieve materials.

## **WORKING CONDITIONS**

- Primarily office-based with occasional outdoor work in varying weather conditions.
- Potential contact with hostile or unpredictable individuals and occasional crisis situations.