

## College Counselor

<b>Classification</b>	Exempt/Full-Time/ <b>10-month (August 1 through May 31)</b>
<b>Department/Division</b>	Counseling Center/Student Affairs
<b>Reports To</b>	Director of the Counseling Center

### About King's

King's College is a Catholic institution of higher education animated and guided by the Congregation of Holy Cross. King's pursues excellence in teaching, learning, and scholarship through a rigorous core curriculum, major programs across the liberal arts and sciences, nationally accredited professional programs at the undergraduate and graduate levels, and personal attention to student formation in a nurturing community.

We offer competitive total rewards, tuition remission for employees and their dependents, 403(b) plans, and generous paid-time-off and holidays. Our culture is driven by our commitment to our mission, our community and our friendly, knowledgeable faculty and staff.

### EEO Statement

King's College does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, parental status, military service, or other non-merit factors. We celebrate diversity by fostering a welcoming and inclusive environment where each member of King's College feels respected with a sense of belonging.

### Job Function

The College Counselor is a Master's level clinician who provides clinical mental health services to students. They deliver prevention programming and outreach education and assist with implementation and oversight of our HOPE Peer Education program. They also work as an integral and collaborative part of the campus community to uphold the mission of the college.

### Essential Elements

1. Ensures that all services are provided in an inclusive and accepting environment.
2. Provides individual counseling, including obtaining informed consent, completing an intake assessment, administering the CCAPS (Counseling Center Assessment of Psychological Symptoms) at designated treatment intervals, and collaborating with students on an individualized treatment plan.
3. Provides group counseling as an additional modality of treatment.
4. Offers brief consultation to students through "open hours" sessions.
5. Provides crisis intervention and emergency assessment during normal office hours and is available on-call after hours as scheduled.
6. Facilitates appropriate referrals for students whose needs are beyond the scope of our center.
7. Offers consultation to staff and faculty for student related issues.
8. Uses EMR (electronic medical records) system to maintain current files and produce timely documentation.
9. Maintains professional certifications, licenses, and malpractice insurance.
10. Assists in organizing staff and faculty training or development sessions as relevant and requested.
11. Helps develop and implement outreach programs/workshops or psychoeducational presentations for students.

12. Aids in the training and supervision of HOPE Peer Educators and assumes oversight of at least one peer-led initiative each semester.
13. Participates in various committees or working groups as assigned.
14. Participates in ongoing professional development and continuing education.
15. Other duties as assigned by the director (e.g. learning outcomes development, departmental assessments, social media promotion).
16. Responsible for serving as a role model for students in an institution operated in the Holy Cross and Catholic traditions.

### **Required Skills, Training, and Experience**

- Master's Degree in counseling, social work, or closely related field.
- Pennsylvania state clinical licensure OR actively working towards licensure mandatory.
- Previous professional counseling experience required.

### **Physical Conditions**

Typical office working conditions. Schedule is 8:30am-4:30pm during the academic year unless other arrangements have been made. Occasional night or weekend work.

**Interested candidates: Please submit cover letter and resume to [hrjobs@kings.edu](mailto:hrjobs@kings.edu).**

**Internal candidates please submit your resume to [hrjobs@kings.edu](mailto:hrjobs@kings.edu) by 4/21/2023.**