

JOB DESCRIPTION

POSITION: College Counselor
DEPARTMENT: Counseling Center
CLASSIFICATION: Administrative
POSITION REPORTS TO: Director of Counseling Center
WORK SCHEDULE: Full time / 10 month

ESSENTIAL FUNCTIONS:

1. Provides individual and/or group counseling and consultation to enrolled students for struggles and/ or growth
2. Offers direct consultation and options to faculty and staff for student-related issues
3. Provides crisis intervention and emergency consultation and referral to staff, as appropriate, in cooperation with a psychiatric consultant, Health Center, local mental health agencies, and/ or other appropriate professionals, and is available "on-call" after hours as scheduled
4. Makes appropriate referrals of students to off-campus mental health specialists, agencies and hospitals
5. Offers consultation and selected direct services to other counseling related services on the campus, as appropriate: Career Planning and Placement, Residence Life, Dean of Student, Academic Skills, Health Center, Achievement Plus, Campus Ministry, Admissions, Academic Standing Committee, Academic Advisement, CARE Team, Wellness Committee etc.
6. Maintains current and professional records on of all those who are served at the Center while maintaining strict confidentiality.
7. Utilizes and keeps current using the Center's electronic record and scheduling software.
8. Assists in organizing staff and faculty professional development and on-going committees (Student Affairs Committee related committees, Wellness Fair Committees, etc)
9. Helps develop outreach programs for specialized areas: addictions (especially, drug and alcohol), sexuality, violence concerns, Title IX concerns, etc in cooperation with other professionals
10. Offers limited counseling consultation to members of the faculty and administration when appropriate
11. Offers various assessment techniques, when appropriate, to foster client self-understanding and decision making
12. Attends appropriate workshops and lectures as a means of staying well informed on professional issues

NON-ESSENTIAL ELEMENTS:

1. Serves on the college committees as appropriate
2. Performs other duties as assigned

REQUIRED SKILLS, EXPERIENCE AND TRAINING:

Master's degree in counseling, social work or closely related field is *required*, state of Pennsylvania (active) professional licensure is *strongly preferred*, professional counseling experience is *required* and excellent interpersonal and writing skills are *required*. Prior college counseling experience, knowledge of the local mental health network and proficiency in Microsoft Office are helpful.

WORK ENVIRONMENT: 10 month appointment with typical office working conditions and a regular work schedule of M-F 8:30AM-4:30PM with limited occurrences of night or weekend programming and professional counselor on-call responsibilities