

Student Counselor Position Description

Education:

Required:

- Master's degree in counseling, social work, or related field.

Preferred:

- A doctorate in clinical or counseling psychology from an APA-accredited program; or a doctorate in counseling education from a CACREP-accredited program.

Experience:

Required:

- A minimum of 2 years of direct experience as a therapist, with the ability to address a wide range of mental health concerns.
- Experience and knowledge of crisis counseling, developmental issues of college students, and sensitivity to multicultural issues.
- Superior interpersonal skills in listening to, working with, and communicating with students.

Preferred:

- Strong assessment and diagnostic experience.
- Familiarity with practical application of student development theory.

Licensure:

An Illinois license in clinical professional counseling (LCPC) or clinical social work (LCSW) or eligibility for an Illinois license.

Reports to:

Director of the Office of Access, Support, and Inclusion Services (OASIS)

Mission of the Office of Access, Support, and Inclusion Services (OASIS)

The OASIS provides support services so students have access to academic success and so all college constituents can feel included, welcome, resilient, and psychologically safe within a collegial culture.

Vision of the Office of Access, Support, and Inclusion Services (OASIS)

The vision of the OASIS is that all students and employees of Methodist College will be resilient and thrive within a collegial culture that promotes psychological safety, and that students will have access to academic success.

Purpose:

The Student Counselor is an as needed position that provides mental health counseling services to the students of Methodist College.

Responsibilities:

Provide counseling services to students.

- a. Conduct intake assessments and provide appropriate therapy for common student issues.
- b. Consult with third parties regarding the clinical care of students and make referrals as appropriate.
- c. Offer direct clinical services when appropriate, with an emphasis on short-term counseling of students regarding issues that impact academic progress.
- d. Provide crisis assessment and intervention.
- e. Make appropriate on-campus and off-campus referrals
- f. Provide oversight of the assessment and evaluation of counseling services and programs.
- g. Establish and maintain collaborative working relationship with internal departments, particularly Residence Life, and appropriate external agencies including but not limited to Methodist/Proctor Behavioral Health to assure adequate provision of mental health services.
- h. Promote awareness of mental health issues for students, staff, and administration by coordinating special events, creating handouts, and providing in-class presentations.
- i. Prepare annual reports and other documents.
- j. Serve on various college committees, including but not limited to Behavioral Intervention Team, Crisis Intervention Response Team, and Campus Wellness Committee.
- k. Assist students experiencing academic difficulty (students readmitted following academic dismissal and students who are on academic probation) to develop a plan of action to promote academic success and conduct appropriate counseling interventions.
- l. Complete and archive for 7 years post treatment the following: intake forms, informed consent forms, release of information forms, and treatment plans.
- m. Maintain confidentiality of student records that document the counseling services provided.

WORKING CONDITIONS AND PHYSICAL EFFORT:

- Work is normally performed in a typical interior-office work environment.
- No or very limited exposure to physical risk.
- No or very limited physical effort required.
- Noise levels not above a point that hearing protection is needed.

COMMUNICATION:

- Excellent communication skills.
- Interacts effectively with students, staff, faculty, and external clients of MC.
- Must have ability to interact effectively and courteously with culturally diverse groups.
- Ability to communicate only the facts to recipients or to decline to reveal information.
- Ability to project a professional, friendly, and helpful demeanor.