



Title: Counselor

Date: April 2024

FLSA Status: Exempt, full-time, 10-month position

Salary: \$40,000 - \$42,000 per year

Reports to: Director of Health and Counseling Services

Job Summary: Under the general supervision of the director of health and counseling services, the counselor utilizes evidence-based theory for client assessment, treatment, and evaluation. The counselor is committed to fostering the growth and development of students by providing mental health counseling services in a safe, supportive, inclusive, and confidential environment. The counselor strives to help students acquire the skills, attitudes, and insights that will enable them to meet the challenges of life in an academic community. The counselor encourages personal, campus, and community responsibility and promotes the wellness of the whole student: emotional, social, spiritual, intellectual, physical, environmental, and occupational. The counselor is available to all students during the academic calendar year. The counselor performs duties and responsibilities as requested by the director of health and counseling services and supports the Student Wellness Center personnel and programs.

Duties and Responsibilities

- Identifies and assesses students' social, emotional, and psychological needs.
- Plans and implements need-based interventions.
- Provides individual and group counseling.
- Makes appropriate referrals to outside agencies, physicians, and psychiatrists.
- Reviews and evaluates counseling services.
- Acts as liaison to faculty and staff.
- Maintains appropriate documentation for client records.
- Coordinates testing and referrals for psychological and educational needs.
- Provides mediation as needed.
- Coordinates referrals and recommendations for student disabilities services.
- Provides crisis assessment and intervention.
- Maintains external relations with community resources.
- Coordinates student aftercare.
- Completes annual performance evaluation.
- Participates in First-Year Experience classes.
- Contributes to quarterly report.
- Sponsors the Peer Empowerment Program or PEP and/or other organizations as needed.
- Engages in professional interdepartmental communication.
- Participates in meetings and/or committees as requested.
- Participates in New Student Orientation duties as assigned.
- Completes departmental assessment duties as assigned.
- Maintains a positive, inclusive, and respectful attitude with students.
- Implements healthy boundaries with students, faculty, and staff.



- Participates in Cottey Outreach and Support Team as requested.
- Maintains Student Wellness Center social media accounts.

Knowledge, Skills, and Abilities

- Knowledge of theories, principles, and practices of psychological counseling and therapy, including the understanding of developmental needs of young adults and positive techniques for addressing their varied practical and emotional needs
- Knowledge of counseling with respect to cultural differences
- Knowledge of personality development, family dynamics, group behavior, learning theory, psychological interventions, psychopathology, diagnostic criteria of mental disorders (DSM-V)
- Knowledge of local, state, and federal laws governing alcohol and other drug abuse
- Knowledge of local, state, and federal laws governing reporting of child abuse
- Knowledge of state and federal laws governing the practice of psychology/counseling/social work
- Knowledge of Health Insurance Portability and Accountability Act (HIPPA) guidelines
- Knowledge of research and assessment methods for assessing needs, collecting prevalence data, and evaluating effectiveness
- Knowledge of and adherence to ethical practices and principles of American Psychological Association and National Association of Social Workers or related professional organization commensurate with degree area
- Proficient in use of technology as required by the position
- Skill to effectively use time and resources to evaluate, implement, and accomplish program objectives and operations
- Ability to independently analyze and solve a variety of difficult situations
- Ability to work independently as well as participate in a team setting
- Ability to communicate verbally and in writing with a diverse range of individuals
- Ability to implement distance counseling methods

Credentials and Experience

- Possession of a master's degree in psychology, social work, or counseling from an accredited college or university
- Possession of Missouri licensure appropriate to professional area
- Two year's experience in a professional clinical or counseling setting with direct contact experience
- Preference given to candidates with experience in a college setting

Special Requirements

- Possession of Class E Driver's License
- Willingness to respond to after-hour emergencies if necessary
- Participate in evening or weekend College activities as needed
- Willingness to perform duties not specifically stated in the above description as requested by the director of health and counseling services



Required Hours

- 8 a.m.-5 p.m., Monday-Friday
- Nights or weekends as stated in duties and responsibilities if needed