JOB POSTING
OFFICE OF HUMAN RESOURCES
November 19, 2021

POSITION: Clinical Counselor

DEPARTMENT: Student Engagement

DIVISION: Academic Affairs

STATUS: Full time, Exempt, Monday through Friday, 8:30 a.m. to 4:30 p.m.

Note: As a member of our exempt work force there could be occasions when a commitment beyond the normal workweek may be required.

Function
The clinical counselor provides a wide range of psychotherapeutic and educational services to the Northeast College of Health Sciences community of students, faculty, and staff. The primary role is to provide individual counseling to students who are referred or self-referred for counseling services. Provides assessment, diagnosis and therapy, case management services, referral services for individuals as appropriate to the specific expectations of the position. The clinical counselor provides campus community education on topics related to mental health and wellness. Works closely with other student service areas to promote student success and wellbeing.

Organizational Relationships
• Reports to the Senior Clinical Counselor.

Specific duties and responsibilities
• Provide individual counseling services to students, staff, and faculty of Northeast College.
• Provide group counseling, psycho-education, and other related mental health programs as deemed appropriate.
• Develop and implement treatment plans based on clinical experience and knowledge.
• Document therapy in accordance with New York State guidelines, policies and procedures; adhere to policies which ensure student confidentiality.
• Serve as a consultive member of the CARE Team as needed.
• Provide professional assistance to individuals/groups in crisis, often in collaboration with other college services.
• Provide and may lead crisis intervention in situations requiring immediate psychological treatment and/or assessment, often in collaboration with other college services.
• May serve as an afterhours contact and resource for college community crisis situations.
• Design and deliver presentations to students, faculty, and staff on educational, mental health issues, and wellness as they apply to the disciplines taught at Northeast College and overall college well-being.
• Engage in activities that generate awareness and understanding of the services provided by Counseling Services including outreach across Northeast College. This may include program development, delivery of educational in-services, etc.
• Maintain relationships with other providers in the community and related professionals off-campus, as appropriate; refers clients to appropriate service agencies as required.
• Engage in professional development in order to provide relevant and up-to-date counseling services.
• Consult with faculty, staff, and others as appropriate to provide an optimum environment for student success.
• Other duties as assigned.

Mental and Physical Requirements
• Knowledge of college student mental health.
• Understanding of issues specific to graduate students, faculty, and staff within higher education.
• Knowledge and experience working with generalized and specific anxiety, depression, relationship issues, trauma including sexual assault, veteran’s issues, identity development, group counseling, addiction, public health issues, stress management, and familiarity with DSM-V disorders.
• Knowledge of therapeutic interventions including crisis intervention and conflict resolution, brief counseling models.
• Ability to work collaboratively with Northeast College departments and external agencies.
• Experience, knowledge, and the desire to work with persons of diverse races, cultures, ethnicities, religions, sexual preferences and orientations, and values.
• Possess good communication skills.
• Ability to create a safe, welcoming, and confidential counseling environment.
• Ability to advocate for students and promote social justice.
• Strong understanding of counseling ethics and mental health laws

Methods of Accountability
• Satisfaction with the services provided to the Northeast College community, including students, faculty and staff as evidenced by formal and informal surveys.
• Provide written and oral reports to the Senior Clinical Counselor as requested.
• Annual performance evaluation by the Senior Clinical Counselor.

Education and Experience
• Must hold licensure as a clinical mental health professional in New York State.
• Minimum of master’s level education in counseling or related field, doctorate degree preferred.
• Minimum of three years’ experience in college counseling or in the mental health field as well as experience with a broad array of psychological, emotional, and developmental concerns. Prefer experience with graduate-level students including non-traditional students.

Working Environment and Conditions
• Welcoming and professional service-oriented environment.
• Supportive working relationship with students, faculty, staff, and co-workers.
• Safe and confidential space.
• Some evening and/or weekend hours may be required.
• Northeast community includes Northeast students, faculty, and staff in Seneca Falls, as well as the Levittown and Depew health centers and spoke sites.

Equipment and Tools
• General office equipment and supplies.
• Computer, printer and software, including electronic health records.

If you are interested in applying for this position; please submit a cover letter of interest, resume and contact information for three professional references to: the Office of Human Resources, 2360 State Route 89, Seneca Falls, NY 13148, or e-mail your response to: humanresources@northeastcollege.edu

* Employment is subject to the favorable result of a background investigation and where applicable, confirmation of appropriate degrees and credentialing.

Northeast College of Health Sciences is an Equal Opportunity employer and does not discriminate against students or employees on the basis of age, race, color, creed, gender, sexual orientation, or handicapping conditions (or any other protected status) in its educational programs, financial aid, activities, admissions and employment practices.