NYCC is an equal opportunity employer.

JOB POSTING
OFFICE OF HUMAN RESOURCES
June 14, 2018

POSITION: Counselor

DEPARTMENT: Academy for Academic Excellence and Student Success

DIVISION: Academic Affairs

HOURS: Part-Time, approximately 21 hours per week

Function
• The counselor supports the Mission, Vision, and Values of New York Chiropractic College by providing a wide range of psychotherapeutic and educational services to the NYCC community of students, their family members, faculty, and staff.

Organizational Relationships
• Reports to the Associate Director of Counseling Services.

Specific duties and responsibilities
• Provide individual counseling services to students, staff, and faculty at NYCC.
• Provide group counseling, psycho-education, and other related mental health programs.
• Provide counseling and assistance to individuals/groups in crisis, often in collaboration with other campus services.
• Design and deliver presentations to students, faculty, and staff on educational, mental health issues, and wellness as they apply to the practice of chiropractic, acupuncture and Oriental medicine, and other disciplines taught at NYCC or campus well-being.
• Create and maintain connections with external service providers.
• Engage in activities that generate awareness and understanding of the services provided by Counseling Services including outreach across campus.
• Document work as required by state law and best practices of the profession.
• Engage in professional development in order to provide relevant and up-to-date counseling services.
• Participate in weekly supervision with the Associate Director of Counseling Services.
• 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 NYCC 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 NYCC community, including students, faculty and staff as evidenced by formal and informal surveys.
- Provide written and oral reports to the Associate Director of Counseling Services or the Director of AAESS as requested.
- Participate in weekly supervision with Associate Director of Counseling Services.
- Annual performance evaluation by the Associate Director of Counseling Services.

**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.

**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, 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: sbowman@nycc.edu

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

New York Chiropractic College 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.