

POSITION VACANCY
Westminster College

Full-time Counselor

Westminster College is seeking applications for a full-time Counselor to work in the Student Affairs Division of the College. This is a 10-month (August through May) administrative position with an anticipated start date of August 6, 2018.

This position reports to the Director of the Wellness Center and is responsible for providing clinical and educational aspects of counseling services at Westminster College including evaluation of counseling services for undergraduate students in order to ensure consistent high quality care. The Counselor works with the Director of the Wellness Center to oversee the development of collaborative counseling services that is in step with current best practices and that incorporates short-term counseling, active Westminster community outreach including parents, and collaboration with student support and health services to provide critical continuity of care for the student population.

Minimum requirements for the position are as follows: A Master's degree in clinical counseling, social work or other human services field. Licensed Professional Counselor (LPC) certification. Three to five years of clinical individual and group counseling experience, particularly with college age clientele. Experience working with or the ability to learn Electronic Medical Records. Strong interpersonal skills including oral, written, listening, and presentation skills.

The Counselor will be responsible for the following tasks:

1. Provide short-term mental health counseling to currently enrolled students (individual and/or group).
2. Conduct intake interviews and develop treatment goals.
3. Develop and manage case file documentation on all clients.
4. Collaborate and consult with faculty, medical professionals and other individuals on- and off-campus to provide continuity of care for student clients and make referrals as necessary.
5. Design and conduct support/therapeutic group sessions as needed.
6. Develop, provide, and oversee crisis intervention protocols (e.g., Crisis Intervention Team, Suicide Response Protocol, Sexual Assault Protocol, etc.)
7. Provide emergency counseling for students as needed throughout the academic year, with on-call responsibilities.
8. Design and implement with the assistance of the Director of Public Safety a Sexual Assault Advisors' training program. Serve as the College's consultant for issues concerning Sexual Assault.
9. Develop and implement workshops and programs for the Residence Life staff and the campus community (e.g., counseling skills, depression and suicide, dysfunctional families, relationships, coping with loss, stress management, new student orientation, etc.).
10. Develop and disseminate mental health wellness information to the campus community via the Counseling Services website, print and social media.
11. Assist in the planning and distribution of promotional materials for the office, and represent the College at various functions for students, families, and alumni.
12. Perform other duties as assigned by the Director of the Wellness Center

Interested individuals should submit a letter of interest, résumé, and the names, addresses, and telephone numbers of at least three professional references postmarked by **June 22, 2018** to: Melissa Baron, Director of the Wellness Center, Westminster College, McKelvey Campus Center, New Wilmington, PA 16172
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