

## **Position Description Mental Health Counselor**

**Status:**

Nebraska Wesleyan University is seeking candidates for a newly created full-time Mental Health Counselor. This is a full-time, benefits-eligible, 10-month position (August 1 to May 31). Start date for the position is August 1, 2016.

**Department:**

Student Life (Counseling Services)

**Responsibilities:**

The Mental Health Counselor will provide short-term counseling to students on a variety of issues impacting the student's academic success or quality of life. The Mental Health Counselor will also assist in the design and implementation of outreach/educational programming to students, faculty, and staff of the University. The Mental Health Counselor will maintain relationships with outside referral sources in order to facilitate appropriate referrals for students as needed.

Student counseling services -- brief counseling caseload (50%)

Case management/referral services (20%)

Crisis management/risk assessment (15%)

Outreach, training, and programming for campus community (10%)

After-hours crisis consultation (5%)

**Job Duties:**

1. Provide short term counseling to students on a variety of issues impacting the student's academic success or quality of life. Provide walk-in/crisis intervention as needed.
2. Coordinate referrals to NWU Student Health Services and to off-campus sources as needed. Maintain relationships on campus and with outside resources in order to facilitate appropriate referrals for students as needed. Coordinate hospital-based intake/discharge process.
3. Collaborating with the Director of Counseling Services and campus security, respond at any time to assist in any student or campus emergency/crisis. Complete risk assessment as needed.
4. Assist in the design and implementation of outreach/education programs to students, faculty and staff. Present two programs per semester in the "Wellness for P-Wolves" series. Respond to faculty/staff requests for programming. Participate in yearly Peer Assistant training for Residential Education.
5. Develop and maintain records of each student contact. Ensure confidentiality of treatment records.
6. Perform additional duties as assigned.

**Qualifications:**

Excellent counseling, crisis intervention, and risk assessment skills/knowledge regarding student mental health and well-being.

Strong ability to facilitate interpersonal relationships and communicate with students, faculty, staff, administrators, and referral sources.

Experience designing and implementing outreach programming on a college/university campus.

Demonstrated knowledge, sensitivity, and ability to work with students from diverse backgrounds.

Excellent written and oral communication skills.

Strong initiative and the ability to independently implement and follow through on projects.

Must be available to occasionally work after hours and/or on weekend for crisis intervention, campus-wide crisis, or selected outreach activities.

Flexibility and ability to prioritize tasks and meet scheduled deadlines.

Excellent and timely record keeping practices compliant with center policies and applicable state laws.

Ability to work effectively in collaborative processes and in consultative relationships.

Willingness to learn the guidelines, policies, and rules associated with the academic functions of the University.

Demonstrated proficiency with MS Office Suite, including Word, Excel, and PowerPoint. Willingness to learn and use new technologies and/or software programs for scheduling and documentation.

**Education:**

Master's degree in mental health counseling, social work, or related field required.

**Certification:**

Current Nebraska license in good standing. Licensed Mental Health Practitioner required. Licensed Independent Mental Health Practitioner preferred.

**Experience Required:**

Minimum three years of experience (post-degree) in mental health counseling. Proven successful experience in providing counseling services to college-age students strongly preferred.

**Commitment to Diversity:**

Nebraska Wesleyan University is an equal opportunity employer and supports diversity among its staff and faculty.

**How to Apply:**

Send a letter of application, vita, and list of three professional references to:

Nebraska Wesleyan University

Attn: Kim Corner, Ph.D., Director of Counseling Services

5000 Saint Paul Avenue

Lincoln, NE 68504

Applications materials may be sent by email attachment to [kcorner@nebrwesleyan.edu](mailto:kcorner@nebrwesleyan.edu). Review of applications begins immediately and continues until the position is filled.