Date Revised: July 2017

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| Job Title**:** Professional Counselor | **Classification Level: 7** |
| **Department:** Counseling and Psychological Services Center | |
| **Reports to:** Director of Counseling and Psychological Services | |
| **Directly Supervises:** None | **FLSA Status:** Exempt, Full time , 10 months (August 1– May 31) |

**PRIMARY PURPOSE OF THIS JOB:**

The Professional Counselor will provide individual and group counseling services to the university’s student body. This position will also provide psychoeducational outreach programs in order to enhance the emotional well-being, personal growth, and interpersonal development of students.

**ESSENTIAL FUNCTIONS: (other duties may be assigned)**

1. Provide individual and group counseling, assessment, and crisis intervention services to students exhibiting psychological and/or developmental problems in order to assist them to improve their functioning.
2. Provide crisis intervention counseling services to students via the after-hours Counselor On Call system on a rotating basis.
3. Complete appropriate documentation of counseling services as required.
4. Participate in service evaluation activities.
5. Design, conduct, and evaluate developmental and outreach program activities focused on the psychological and developmental needs of students.
6. Coordinate a peer educator group as needed.
7. Participate in orientations, Residence Life trainings, campus peer associate recruitment, and other activities as requested.
8. Provide consultation and outreach services to students, faculty, and staff within the University community regarding psychological and developmental issues and make referrals to community resources as appropriate.
9. Perform other assigned functions that contribute to the service offerings of the CAPS Center and the mission of the institution, such as: committee work, liaison with academic or administrative units, and participation in university program development.
10. Participate in appropriate professional development activities, such as: hold membership in professional organizations, attend professional conferences, and/or accrue Continuing Education Units (CEU’s).

**RELATED DUTIES:**

* Position requires flexibility for participating in the after-hours Counselor On Call rotation.
* Some evening and weekend hours are required.
* Uphold and promote the Mission and Philosophy of the University and the Sisters of Mercy.
* Preserve honesty and integrity in the professional affairs of the University; adhere to high standards of ethical practices and conduct.

**REQUIREMENTS:** *(Equivalent combinations of education, licenses, certifications and/or experience may be considered)*

**Education**

* Master's degree in a relevant mental health discipline from a regionally-accredited institution of higher education, which included a supervised practicum/internship and coursework in assessment, theories of personality, abnormal psychology or psychopathology, human development, learning theory, counseling theory, and/or other appropriate subjects.

**Licenses/Certifications**

* Appropriately licensed/certified in the state of Pennsylvania, or license eligible, according to their level of education, training, and professional experience as determined by state regulations.

**Experience**

* A minimum of one year of supervised experience at the graduate level in the provision of mental health services.
* Experience with individual counseling and treatment planning.
* Training or experience in crisis intervention.
* Experience working on a college/university campus, particularly in a counseling center preferred.

**Work-Related Knowledge**

* Possess a high degree of analytical skill to analyze behaviors and symptoms in order to assess the psychological and developmental status of students and determine the most appropriate course of treatment.
* Offer a high level of multicultural competence to meet the diverse needs of students from a variety of traditionally underserved and/or underrepresented backgrounds.

**KNOWLEDGE, SKILLS, AND ABILITIES** typically required to perform the essential functions of this position.

**Problem-Solving/Decision-Making Skills**

* Identify problems, inform others, and provide information to assist with solving the problem.
* Identify problems, investigate the root cause, and make recommendations for solutions.
* Offer highest level of innovation and problem solving skills to influence overall efficiency, avoidance of lawsuits, improvements in productivity, outcomes, etc.

**Verbal Communication Skills**

* Use verbal skills to communicate to co-workers or customers
* Use verbal skills to transfer information to groups.

**WrittenCommunication Skills**

* Complete and maintain documentation/records, to effectively convey ideas and information both in written and oral form.

**Math Skills**

* Addition, subtraction, multiplication, division, percentages, ratios.

**Computer Skills:** Required to successfully complete essential functions of the job.

* Internet and email
* Spreadsheet Software
* Word processing Software

**Tools & Equipment (Other than general office equipment):**

* General Office Equipment

**CONTACTS** typically incurred while performing the essential functions of this position.

* Coworkers within the same department
* Coworkers in other departments
* Mid-management level employees
* Executive management level employees
* Customers of the organization
* Members of the general public
* Employees of peer organizations
* Vendors/suppliers/service providers

**MENTAL DEMANDS** typically required to perform the essential functions of this position.

* Respond to Unpredictability – Appropriately adapt to a work schedule or job requirements that regularly change without notice or do not follow a set schedule.
* High Level of Record Keeping – Enter, transcribe, record, store or maintain information in written or electronic/magnetic form.
* High Pressure for Results – Complete job duties in a timely and efficient manner under demanding working conditions. Appropriate use of emotions; level-headed under pressure.
* Independent Judgment and Discretion - Accountable for comparing and evaluating possible course of conduct and acting/making a decision (without immediate director or supervision) after various solutions have been considered. More than use of skill in applying well-established techniques, procedures or specific standards described in manuals or other sources.
* Organize and Prioritize – Organize information, processes and/or prioritize work to meet demands/deadlines.
* Manage Multiple Projects/Tasks – Work on multiple projects/tasks concurrently, in order to meet varied deadlines. May work for multiple bosses.
* Respond to Angry/Upset Individuals – Appropriate respond to unpleasant, angry or anxious individuals as part of the job requirements.
* Read, Comprehend and Follow Instructions/Work Orders – Listen to and understand information and ideas presented through spoken or written form.
* Relate to Others – Regular day-to-day contact with internal/external customers.

**PHYSICAL DEMANDS** typically required to perform the essential functions of this position.

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| **CONSTANTLY**  (more than 75% time on job) | **FREQUENTLY**  (25 – 75% time on job) | **OCCASIONALLY**  (up to 25% time on job) |
| * Ability to sit * Ability to communicate orally * Ability to hear conversation * Repetitive finger movement * Ability to use both hands | * Ability to stand | * Ability to walk * Ability to lift up to 10 lbs. * Ability to use both legs * Ability to balance * Reaching at high or low levels |

**WORKING CONDITIONS** under which the essential functions of this position are typically performed.

* This position typically requires work in a normal office environment.

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| **CONSTANTLY**  (more than 75% time on job) | **FREQUENTLY**  (25 – 75% time on job) | **OCCASIONALLY**  (up to 25% time on job) |
| * Requires work in a typical office setting * Contact with patients | * Work alone | * Work weekly more than 40 hours * Travel and/or overnight stays |

**PERSONAL PROTECTIVE EQUIPMENT** typically required to perform the essential functions of this position.

* This position typically does not require the use of Personal Protective Equipment.

To perform this job successfully, an individual must be able to perform each essential function satisfactorily, with or without reasonable accommodation. The list of requirements, duties, and responsibilities is not exhaustive but is representative of the current job. The knowledge, skills and/or abilities listed are typically required to perform this job successfully. Reasonable accommodations may be made to enable otherwise qualified individuals with disabilities to satisfactorily perform the essential functions. Management reserves the right to revise the job description and to require that other tasks be performed when the circumstances of the job change (for example: emergencies, changes in personnel, workload, or technical development).

***I have read the above position description and understand the requirements set forth therein. I acknowledge that I can perform the essential functions of this position with or without reasonable accommodation.***

Employee’s Signature: Date:

Supervisor’s Signature: Date:

**Human Resources Review**

Signature: Date: