Job Title: Personal Counselor

Department: Personal Counseling Office

Supervisor or Manager: Director of Personal Counseling Office

Date Created: 07/14/05 Last Revised: 5/1/15 FLSA Status: E

Approved by (print name): ________________________ Signature: ________________________

Our Mission: It is the mission of Saint Michael’s College to contribute through higher education to the enhancement of the human person and to the advancement of human culture in the light of the Catholic faith.

Major Objectives of the Position:
- Culturally sensitive, short-term mental health counseling, assessments, and recommendations are provided to the diverse student population of Saint Michael’s College.

Essential Duties and Responsibilities:
- Provides culturally sensitive short-term counseling to students.
- Refers students off campus for long term counseling as needed.
- Participates regularly in clinical case supervision to ensure high quality and consistent care for our students.
- Leads culturally sensitive short-term psychoeducational groups for students.
- Provides culturally sensitive crisis support for students during scheduled work hours.
- Attends trainings regularly to develop cultural competence for working with our diverse population.
- Collaborates regularly with other personal counselors.
- Consults nurse practitioners in the Wellness Center as needed.
- Maintains updated records of counseling sessions.
- Remains current on all mental health issues affecting the college-aged population.
- Attends trainings regularly to learn best practices for addressing the mental health issues of our students.
- Maintains confidentiality and explains confidentiality guidelines to students and to those referring students to the Wellness Center for mental health counseling.

Secondary Responsibilities:
- Works with faculty, staff and students regarding individual student cases as needed.
- Consults with parents as needed.
- Presents educational workshops on mental health issues in collaboration with other Student Services staff.
- Provides support for faculty and staff regarding the mental health of students.
- Refers students to other offices on campus as needed.
- Uses translation services as needed.

Positions Supervised:
- None

Position’s Major Contacts:
- Director of the Personal Counseling Office (direct supervisor)
- Other personal counselors
- The Executive Director of the Wellness Center
- All other staff of the Wellness Center
- Student Life staff
- Faculty
Demonstrate Excellence in this Position:
- Maintains professional, ethical service to students.
- Keeps thorough written records of all services provided.
- Communicates in a direct, timely and respectful manner with clients, colleagues and supervisor.
- Engages in professional responsibilities in a self-initiating, proactive, collaborative manner.
- Provides a calm and thoughtful response to unsettling potential crisis situations.

Education and Work Experience:
- Advanced degree (Master’s Degree in Counseling, Social Work, Clinical Psychology, or related field).
- Previous experience as a professional counselor, preferably with college students or young adults.
- Licensed or license-eligible in the mental health field.

Analytic Skills:
- The ability to use various analytical techniques to identify cause-and-effect relationships and then develop plans to change a situation.

Language and Literacy Skills:
- Reads and interprets documents such as operating instructions, procedure manuals, and College policies to guide own behavior. May need to spend substantial time on the telephone or in meetings to gather necessary information and plan projects. May need to respond to questions and solve problems for people using communications skills. Has the demonstrated ability to prepare or revise written reports or other documents.

Computer/Technology Skills Required:

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<th>Software</th>
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<tr>
<td>Microsoft Word</td>
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Licenses, Certifications and Other Requirements:
- License or license-eligible to practice mental health counseling.

Physical Demands:
- Work is often performed in a typical office environment requiring:
  - Sitting in a normal seated position for extended periods of time.
  - Reaching by extending hand(s) or arm(s) in any direction.
  - Dexterity sufficient to manipulate objects with fingers, for example operating a computer keyboard.
  - Communication skills using the spoken word.
  - Vision sufficient to see within normal parameters.
  - Hearing sufficient to hear within normal range.
  - No or very limited physical effort.
  - No or very limited exposure to physical risk.

While performing the duties of Personal Counselor, the employee must occasionally lift and/or move up to 10 pounds.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a disability to perform the essential functions.
Additional Requirements for the Job:
- Availability to work evenings for scheduled hours or programs.
- Availability to work nights and weekends in emergency situations.
- Ability to correspond with and work in conjunction with local emergency personnel and other health care practitioners.

The above job description in no way states or implies that these duties are the only duties performed by this employee. The incumbent is expected to perform other related duties necessary for the effective operation of the College.