

Job Title: **Mental Health Counselor**
Department: Health and Wellness Center
FLSA Status: Staff: Full Time/10 months, Exempt
Division: Student Affairs
Reports To: Assistant Director, Health & Wellness Center/Assistant Dean of Students

Overview:

Provide individual and group mental health counseling to students experiencing personal adjustment, vocational, developmental and/or psychological problems that require professional attention. Assist students in identifying and learning skills which will help them in effectively meeting their educational and life goals. Support and enhance the healthy growth and development of students through collaboration with the campus community.

The Mental Health Counselor is a collaborative partner of the Health and Wellness Center team and supports the Health and Wellness Center’s mission to create a confidential atmosphere that is warm, caring and non-judgmental.

Job Responsibilities:

Direct intervention and treatment for students.

Counseling/Psychotherapy

- By appointment, conduct individual (and/or group) counseling/psychotherapy sessions.
- Be available for unscheduled walk-in contacts and/or direct crisis intervention.
- Refer students to off-campus mental health providers when intervention plan exceeds the parameters of care available through the Health and Wellness Center. Consult, refer and collaborate with other disciplines involved in the delivery of the student’s mental health care.
- Maintain confidentiality consistent with the ethical guidelines of professional organizations (e.g., ACA, APA, and NASW) and with New York State laws and regulations for mental health counselors.
- Maintain appropriate records of client services as required by New York State laws, St. John Fisher College, and currently accepted standards of professional practice; these include intake and assessment information, case notes, a termination summary, and results of any inventories.
- Maintain professional skills and knowledge in mental health counseling consistent with current professional standards of practice (e.g., journal publications, professional development seminars, peer supervision, conferences, etc.)
- Maintain certification and/or licensing as required by the State of New York, St. John Fisher College, and the counseling profession.

Administrative Duties

- Collaboratively review current cases with other Health & Wellness Center Counselor(s).
- Serve as resource to the College community around counseling services provided at the Health and Wellness Center as well as information about referring student crises and emergencies.
- Consult with the VP of Student Affairs & Diversity Initiatives and/or Assistant Dean of Students regarding student mental health emergencies, policies and procedures (e.g., policies regarding administrative leave for emotionally distressed students, suicide prevention, sexual assault, etc.).
- Participate in College functions such as Great Beginnings, Open Houses, etc. as needed and directed.
- Support and/or lead divisional or departmental efforts, conduct and/or coordinate teaching and training workshops (e.g., stress management, interpersonal relations, grief exploration, suicide prevention) or health education efforts for students, faculty, and staff (e.g., Resident Assistants, Orientation Team leaders, Peer Advisors, Student Athlete Mentors, Freshman Seminars, etc.).
- Maintain a professional relationship with, and a current referral list of, helping professionals in the Rochester community.
- Meet with off-campus provider for personal consultation to monitor issues of transference, counter transference, and other issues related to the dynamics of the therapeutic relationship.

- Perform other duties as assigned by supervisor

Required Education/Experience:

Master's Degree or higher in Clinical or Counseling Psychology, Mental Health Counseling or related field. Hold or have met criteria to hold appropriate licensure/certification as required by New York State. Must demonstrate the ability to work effectively with a diverse population.

Supervision of Other Employees: Possible supervision of master's level graduate student intern.

Relations to other Employees:

Inside College: VP for Student Affairs, Offices of Safety & Security, Academic Affairs, Student Affairs, faculty, and other staff.

Outside College: Colleagues at neighboring institutions; mental health providers in the community.

Work Environment

- Office environment, limited access (by key)
- Must be available to work extended hours, some weekends and for special events

Physical Demands:

- Normal sitting, standing, and walking throughout the course of the day.
- Periods of extended computer usage.
- Requires dexterity and data entry skills.

Mental Demands:

- Ability to assess students' mental health needs and status, formulate and implement treatment plan for student mental health issues.
- Ability to think through options/decisions clearly amid changing priorities and circumstances.
- Maintain professional attitude and demeanor in difficult situations.
- Ability to manage multiple tasks in a busy work environment.
- Exercise sound clinical judgment.
- Maintain high level of confidentiality in a combined mental health/medical facility.

Equipment/Technology to Be Used:

- MS Office Suite (Excel, Word, Outlook, PowerPoint),
- Banner (data warehouse for all functional areas across campus), fax, printer, copier, telephone.
- Integrated EMR

Evaluation: Assistant Director, Health & Wellness Center/Assistant Dean of Students