

## **Position Information**

**Position Title:** Mental Health Counselor

**Institution:** Otterbein University

**Department:** Student Affairs

**Position Description:** Job Title: Mental Health Staff Counselor

**Job Class:** Ten-Month Contract

**Department:** Student Affairs

**Status:** Part-time

**Reports to:** Counseling Center Director

**FLSA status:** Exempt

**To Apply:** Please email an Otterbein employment application, cover letter and resume including salary expectations addressing this position to [hr.jobs@otterbein.edu](mailto:hr.jobs@otterbein.edu); FAX to 614-823-1511; or mail to Otterbein University, Human Resources, One S. Grove Street Westerville, OH 43081.

### **SUMMARY:**

Otterbein University is expanding on-campus counseling services for students. We are seeking a staff counselor who is a clinically sound, experienced and confident general therapist. This position offers excellent opportunity to contribute meaningfully to new mental health campus initiatives, in concert with established Wellness Services.

We are especially interested in candidates who are strong in their ability to relate comfortably with college aged students and underserved populations, understand students' unique developmental needs, and maturely balance clinical autonomy with active team collaboration. Specialization in the modalities of group therapy, educational programming, or community presentations is desirable.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Provide clinical assessment and treatment for students.
- Provide urgent care or facilitate emergency interventions to insure student safety.
- Consult with faculty, staff, parents, students regarding mental health concerns.
- Build collaborative relationships campus wide, and with community health care professionals.
- Assess need and coordinate referrals for comprehensive treatment.

- Participate in continuing educational efforts.
- Attend staff meetings and assist Director with administrative responsibilities.
- Serve on departmental and university committees.
- Assist in the design and implementation of new services, as appropriate.
- Actively participate in periodic service evaluations.
- Maintain timely clinical documentation within a secure electronic records program.

**SUPERVISORY RESPONSIBILITIES:** None

**Salary:**

**Start Date:**

**Qualifications:** The requirements listed below are representative of the knowledge, skill, experience and/or ability required for this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**REQUIRED EDUCATION and/or EXPERIENCE:**

- Completion of at least a Master's level program in the mental health field.
- Independently licensed and in good standing with state board.
- Three or more years of clinical experience.
- Expertise in, or strong commitment to learning/understanding/providing for, clinical needs of a diverse college population.

● **PREFERRED**

- Specialized education in any of the following areas: trauma, crisis, diversity, LGBTQ, gender specific concerns.
- Experience working in a college counseling center.
- Experience with Titanium software or facility with technology.
- Experience with social media.

**CERTIFICATES, LICENSES, REGISTRATIONS:** Possess any of the following licenses:

- LPCC, LISW; PsyD or PhD in Psychology
- Must have a valid state of Ohio driver's license.

**LANGUAGE SKILLS:** Possess professional level oral and written communications skills including grammar.

**MATHEMATICAL SKILLS:** Be competent in general math.

**TECHNICAL SKILLS:** Possess computer proficiency in a Windows based environment (Word, Excel and Access preferred) and the Internet. Experience with on-line electronic resources a plus.

**REASONING ABILITY:** Possess mature judgment and sound reasoning skills.

**PHYSICAL DEMANDS:** This position does not require extraordinary physical requirements or working conditions. Reasonable accommodations may be made to enable individual with disability to perform essential functions of this position.

**WORK ENVIRONMENT:**

Duties are performed in an environmentally controlled office setting.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct and control the work of employees under supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind of level of difficulty.

Otterbein University is an Equal Opportunity Educator and Employer.

**Institution Description:**

**Region Description:**

**Additional information (if applicable):**

**Application Instructions**

**Contact Name:** Office of Human Resources

**Contact Email:** [hr.jobs@otterbein.edu](mailto:hr.jobs@otterbein.edu)

**Contact Phone:** (614) 823-1805

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**Application deadline:**