

Job Description

North Carolina Wesleyan College, a four-year, small Liberal Arts College located in Rocky Mount, NC, and we are inviting applications for a part time Mental Health Counselor.

Summary: The counselor provides individual counseling, assessments, outreach education, consultation and referral services with regard to psychological, emotional and behavioral concerns of students. Flexibility in scheduling for this part-time temporary position, November-through-May position is based on demand (estimated at between 15-20 hours per week during the academic year (August to May) at a rate of \$13-\$16 an hour.

Essential Functions:

- Perform individual psychotherapy, in compliance with individual NC state licensing board
- Assess student mental health needs for appropriate level of care.
- Coordinate client care with the Health and Wellness Center (HWC) treatment team/or refer to other providers or resources as needed
- Complete all required documentation and maintain client records
- Provide clinical feedback and support to the Director of the Counseling Services
- Director of Counseling Services is up-to-date and informed of any high-risk cases
- Complete utilization reports

Secondary Functions:

- Participate in and develop campus programs pertaining to mental health and wellness
- Perform assigned duties to assist the Director of Counseling Services
- Maintain knowledge of College services and initiatives
- Work collaboratively with Director of Counseling Services
- Other duties and special projects may be assigned to meet department and college needs

Qualifications

Knowledge, Skills and Experience required:

- Master's degree required
- Licensed provider of counseling/psychotherapy (e.g. Licensed Professional Counselor, Licensed Marriage and Family Therapist, Licensed Clinical Social Worker)
- Associate level/Provisionally licensed provider welcome
- Minimum one year counseling/psychotherapy experience required; experience with college students and young adults strongly preferred
- Experience writing clinical summaries, comfort not having a web-based scheduling system, and evaluating utilization
- Ability to work both independently and collaboratively in a high-functioning team

- Excellent organization and follow-up / follow-through skills to ensure completion of assignments within established timeframes
- Strong written and verbal communication skills and a gift for identifying information that should be escalated immediately
- Proven attention to detail, accuracy, and timeliness.
- Maintain irrefutable confidentiality of all information

Physical Requirements (with or without reasonable accommodation)

- Visual Abilities: Read reports, create presentations and use a computer system
- Hearing: Hear well enough to communicate with co-workers, vendors, and students.
- Dexterity, Grasping, Feeling: Write, type and use the telephone, copier, and computer systems.
- Mobility: Open files and operate office machines; move between departments and attend meetings across campus.
- Talking: Frequently convey detailed or important instructions and ideas accurately, loudly, or quickly
- Cognitive/Emotional: Ability to critically think and concentrate. Must be able to respond quickly to changes in conditions – 75-100% of the time

Work Conditions

- Work in office environment, involving contact with faculty, staff, students, and service providers
- Work has deadlines, multiple interruptions, and high volume and may be stressful at times.

Disclaimer:

The above description is not intended to be an all-inclusive list of the duties and responsibilities of this positions, nor are they intended to be such a listing of the skills and abilities required to do the job. Rather, they are intended to describe the general nature of this position.

To apply please go to the North Carolina Wesleyan College website (www.ncwc.edu) to download a Staff Application form. Please send completed application form, cover letter, resume, and names and phone numbers of 3 references to North Carolina Wesleyan College

Attn: Quenetta Johnson, 3400 N. Wesleyan Blvd., Rocky Mount, NC 27804 or by email to qjohnson@ncwc.edu

North Carolina Wesleyan College is an equal opportunity employer.

The position will be removed from the website once an offer is extended and accepted, or when a sufficient candidate pool is identified. Only candidates who best match requirements of job will be contacted. Due to limited staff resources, phone calls cannot be accepted or returned.