**Mental Health Counselor & Outreach Coordinator**

**Posting Number:** S000146
**Classification:** 2
**Position Type:** Administrative Staff
**Department:** Counseling Center

**Benefits Summary:** Medical, Dental, Vision, and Prescription insurance, Life insurance, Workers’ Compensation insurance, Unemployment insurance, and Total Disability insurance. Retirement: The University contributes 4% of the regular salary with up to 3% additional in matched contributions into the TIAA Retirement Program. Other benefits include tuition remission for employee, spouse, and employee’s dependent children under the age of 25 (this does not include the last two year of the PharmD program or the JD), twenty days of vacation and twenty days of paid medical leave per year.

**Job Summary:** The Mental Health Counselor and Outreach Coordinator will coordinate the suicide prevention activities and initiatives of the GLS Campus Suicide Prevention grant-funded project, while integrating this project into the university’s existing crisis response protocols. The Coordinator will dedicate his/her time to grant initiatives and will collaborate with various campus departments and student organizations; coordinate activities; oversee data collection, management, and reporting, and counsel students.

**Principal Responsibilities:**

* Initiate and coordinate the various program activities, both internally and externally and report to the Project Director
* Development and distribution of campus informational materials
* Scheduling of training for faculty, staff and Residence Life personnel
* Scheduling of campus outreach presentations
* Conduct and analyze data from patient and faculty surveys
* Publish articles in the E-Parent Newsletter
* Lead coordination with student organizations in hosting prevention presentations and programs
* Act as community liaison
* Attend the mandatory recipient meeting and prepare required reports
* Supplement the current counseling staff by providing counseling services for 25% of the time
* Other duties as assigned

**Required Skills**:

* Exemplary organization, communication, and professionalism
* Proficiency in Microsoft Office Products and the ability to work with database management systems
* Demonstrated leadership and problem-solving ability
* Excellent record keeping skills
* Ability to work independently
* Excellent communication and presentation skills

**Minimum Qualifications**:

* Master’s Degree in Counseling or a closely related field
* At least three to five years of similar work experience
* Counseling Licensure

**Preferred Qualifications:**

* At least five to seven years of similar work experience
* Experience with grant implementation

**Appointment Length:** 12-months

**Open Until Filled:** No

**Closing Date:** 09/16/2018

**Status:** Full-Time

To view full description and apply online go to:<https://jobs.onu.edu/postings/5749>

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