

**NIAGARA UNIVERSITY**  
**JOB DESCRIPTION**

<b>NAME:</b>	<b>Vacant</b>
<b>DATE:</b>	<b>January 2023</b>
<b>JOB TITLE:</b>	<b>MENTAL HEALTH COUNSELOR</b>
<b>FLSA STATUS:</b>	<b>EXEMPT</b>
<b>JOB STATUS:</b>	<b>FULL TIME SEASONAL (10 months)</b>
<b>JOB CLASSIFICATION:</b>	<b>PROFESSIONAL</b>
<b>WORK LOCATION:</b>	<b>SETON HALL</b>
<b>TITLE OF IMMEDIATE SUPERVISOR:</b>	<b>DIRECTOR OF COUNSELING</b>
<b>DEPARTMENT:</b>	<b>COUNSELING SERVICES</b>
<b>SECTOR:</b>	<b>STUDENT AFFAIRS</b>

**JOB SUMMARY:**

Under routine supervision, the Licensed Mental Health Counselor provides individual and group counseling services for the university community with wellness as a unifying theme to maximize personal development and well-being; assists the Director of Counseling in carrying out all services offered by Counseling Services.

**ESSENTIAL DUTIES:**

- Provide individual and group counseling services to enrolled college students.
- Maintain and abide by updated knowledge of legal, ethical and professional issues related to mental health counseling.
- Maintain confidentiality of information both during and after their employment with the University. Any questions regarding the confidentiality of material should be referred to the supervisor. Any violation shall subject the employee to disciplinary action, up to and including termination of employment
- Assume independent responsibility for assessment, treatment planning and case management of mental health counseling cases.
- Serve as university counselor/consultant for mental health, providing prevention, crisis intervention, and consultation and education services to the university community.
- Assists the Director in planning and coordinating outreach to the university community.

- Provide training for various campus constituencies (i.e., Residence Life and other campus partners)
- Participate in case consultation and in-service training programs with all counseling staff.
- May be involved in providing individual and group supervision of interns.
- Prepare and submit periodic reports to the Director of Student Health and Wellness.
- May perform some counseling-related administrative duties as assigned by supervisor.
- Considered Essential Personnel whose physical presence is required on campus and must also be prepared to address those functions remotely (from off-campus) as needed when operations are restricted or the campus is closed.
- Perform other duties as assigned

**GENERAL DESCRIPTION:**

% of Time

70% Provide individual and group counseling services. Maintain relationships with community partners to best meet student mental health needs.

20% Provide counseling consultation and outreach: Promote campus mental health by establishing and maintaining a counseling/consultation network with all sectors of the university community; serve as university counselor/consultant for mental health, providing prevention, crisis intervention, consultation and education to the campus community.

05% Demonstrate commitment to ongoing professional development by reviewing current trends in counseling through professional literature, membership in professional organizations, and attendance at professional conferences and in-service training programs.

05% Provide service administration: assist the Director of Counseling Services in planning, developing and implementing services offered by the Counseling Services; prepare and submit periodic reports to the Director of Counseling Services; assist the Director in overseeing the self-help resource area of the Counseling Services Resource Library.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

1. Possession of a license in mental health counseling and clinical skills necessary for the assessment and treatment of a broad spectrum of psychological problems, ranging from personal/social adjustment issues to severe emotional disturbances.
2. Mental health counseling experience with college-age students.
3. Demonstrated ability to provide individual and group counseling, assessment, treatment planning and case management on an independent basis.
4. Experience in conducting counseling services or outreach programs for specialized groups.
5. Knowledge of crisis intervention methods for psychological emergencies.
6. Knowledge, sensitivity and ability to work with students from diverse ethnic, cultural and socio-economic backgrounds, ranging in age from 17 to over 60.
7. Must be comfortable being a member of a team and able to work with faculty and staff in a consulting/training role.
8. Flexibility and openness to a variety of theoretical orientations, including but not limited to: Cognitive-behavioral therapy, humanistic, psychodynamic, family & systems, motivational interviewing, acceptance and commitment, and solution-focused.
9. Strong interpersonal, organizational, oral and written communication skills.
10. Ability to receive telephone calls, respond to inquiries and communicate with others with or without reasonable accommodations.
11. Ability to utilize Microsoft Word XP and other software for electronic health records applicable to Counseling Services.
12. Sufficient manual dexterity with proficiency to handle various office machines including but not limited to: computer keyboard, computer software applications, calculator, phone, copy machine and fax.

### **ERGONOMIC REQUIREMENTS:**

The functions of the position usually require sitting, but may require some amount of time standing, stooping, kneeling, bending, crouching, lifting, walking, carrying and other movements may be required. Tasks involving working on a computer keyboard, computer software applications, and calculator, involve extensive wrist and hand movement. All individuals are required to be able to perform these movements without

significant risk of injury to themselves or others, or to otherwise demonstrate or explain how they can perform the essential functions listed above.

**QUALIFICATION STANDARDS:**

1. A Master Degree in Mental Health Counseling or related field is required.
2. Must have a New York State License in Mental Health Counseling.
3. A minimum of one to three year's mental health counseling experience working with college-age clients is required.
4. A valid New York State driver's license is required that satisfies both University and insurance company underwriting rules and regulations for driving a motor vehicle.

**THE UNIVERSITY RESERVES THE RIGHT TO MODIFY, REASSIGN OR COMBINE POSITIONS AT ANY TIME WITHOUT PRIOR NOTICE.**

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Employee Signature

Date

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Supervisor Signature

Date

REV Dec 2022