

Memo to: [College Community]  
From: Human Resources  
Re: Description Update  
Date: September 17, 2021

Position: Mental Health Counselor

Summary: The Mental Health Counselor is responsible for providing short-term counseling services, and conducting mental health assessments, education and outreach for enrolled students. The Counselor, reporting to Director of Counseling Services, is responsible for providing individual and group therapy to student. Other duties include consultation with administration, faculty and staff; providing training, outreach, education; and assessment and intervention for mental health issues; and completing appropriate documentation. This position is a full-time, 10 month position.

Description of Duties/Responsibilities:

*Essential Duties and Responsibilities*

*Administrative*

1. Keeps the Vice President of Student Affairs informed of daily activities, problems, emergencies, and occurrences that affect SHC students.
2. Provides regular updates and reports to the Vice President of Student Affairs and other college staff on all non-privileged information on SHC students.
3. Prepares reports as requested by the Vice President for Student Affairs including, but not limited to weekly, monthly, semester, or yearly qualitative and quantitative reports.
4. Maintains confidentiality in dealing with students, parents, Spring Hill College faculty/ staff and the community.

*Counseling Services*

1. Provides short-term counseling services to Spring Hill College students.
2. Assists students with mental health and social work referrals to community agencies and local mental health providers when appropriate.
3. Provides crisis intervention as needed.
4. Provides training to faculty, staff, and student groups on issues related to mental health counseling on a college campus.
5. Consult with and advise Spring Hill College faculty and staff on student concerns.
6. Develop and implement preventative mental health programming and awareness education for the campus community.
7. Provides life and academic coaching that helps the TRIO SSS students adjust to the college community inside and outside the classroom.

### *Professional Development*

1. Develops professionally and remains current with Student Affairs and Academic Support issues and trends that affect college students, particularly as they relate to counseling and wellness.
2. Joins, attends, and participates in local, state, and national conferences, with a particular emphasis on counseling and academic support as funding allows.

### *Marginal Job Functions*

1. Answers communication and responds to student and parent needs and concerns when appropriate.
2. Participate in regular continuing education relative to the needs of the student population and network effectively with regional and national organizations to remain current with trends and best practices.
3. Participate on College committees and attend meetings as requested.
4. Maintain confidentiality of student counseling sessions and records in accordance with HIPAA and FERPA regulations.

Required Knowledge, Skills, and Abilities: Individuals must possess these knowledge, skills, and abilities or be able to explain and demonstrate that the individual can perform the essential functions of the job, with or without reasonable accommodation, using some combination of knowledge, skills and abilities.

1. Viable candidates should be prepared to support and strengthen the Jesuit, Catholic mission of Spring Hill College.
2. Ability to relate to, motivate, and lead college students in an educational/developmental context.
3. Ability to train and motivate staff and students with regard to leadership, diversity education, organizational skills, effective communication, conflict resolution, crisis management, and more.
4. Ability to solve problems related to work tasks, and to seek appropriate assistance as necessary.
5. Ability to provide excellent customer service in a variety of contexts and with diverse stakeholders. This ability must demonstrate a commitment to diversity/social justice and skills in relating to a variety of constituents including students, faculty, staff, and parents.
6. Excellent computer skills, such as word processing, spreadsheets, databases, and desktop publishing. Ability to learn and be proficient within 6 month(s) of employment with recordkeeping in Jenzabar, Titanium, and other software programs used by Spring Hill College.
7. Understanding and commitment to achieving the College's mission and Student Affairs objectives through programs and services.
8. In accordance with College policy and all applicable federal, state, and local laws and regulations, ability to receive and interact via the telephone and e-mail for inquiries from students, parents, and legal counsel.
9. Possess public speaking ability to effectively communicate in a large group setting with administrators, faculty, staff, students, parents, and community members.
10. Proactive demeanor and willingness to explore new options for the residence life program.
11. Ability to fulfill job description requirements in a timely, accurate, and effective manner.

Minimum Qualifications Standards:

*Education:* Master's Degree in Counseling Psychology, Social Work, or a related field from an accredited higher education institution.

*Experience:* Prefer 1-2 years of counseling experience in the college/university setting. Clinical experience should include individual and group counseling, short-term interventions, cross-cultural counseling, and assessment methods.

*Licenses:*

- Preferred licensure in Alabama as Mental Health Counselor, Psychologist or Clinical Social Worker.
- A valid motor vehicle license and approval from the College's automobile insurance carrier is preferred.

*Other Considerations:*

- Must be willing to submit to background and DMV checks, including a criminal background history, and any applicable drug testing policies.
- Must be able to work a flexible schedule, frequently including evening and weekend obligations.
- This person is considered a confidential reporter in accordance with College Title IX policies.

Remuneration:

- Salary commensurate with skills and experience.

THE COLLEGE RESERVES THE RIGHT TO CHANGE, ADD, OR REASSIGN JOB DUTIES OR COMBINE POSITIONS, OR PORTIONS THEREOF, AT ANY TIME. THIS JOB DESCRIPTION IS NOT AN EMPLOYMENT AGREEMENT OR CONTRACT. AN EQUAL OPPORTUNITY EMPLOYER.