

## **Chatham University**

### **Job Description**

**Job Title:** Part-time Staff Counselor, Counseling Center

**Position Reports to:** Director of Counseling Center

**Position Summary:** Support the Counseling Center mission to provide both services and training to students and support the mission of the Division of Student Affairs, specifically by providing services to the Chatham community through the Counseling Center.

#### **Qualifications:**

Licensed Professional Psychologist in the Commonwealth of Pennsylvania

Doctoral degree in Counseling Psychology/Clinical Psychology

Minimum of three years' experience of counseling and administrative work in higher education (may include postdoctoral work; work in Counseling Centers preferred)

Experience with diverse populations, specifically with knowledge, awareness, and skills to serve BIPOC students, LGBTQ+ students, and queer students of color

Experience leading support groups or group therapy

Experience with health and wellness programming and outreach

Experience in:

- Psychological Assessments and Evaluations
- Psychological and Brief therapeutic treatments
- Crisis Intervention/referrals
- Management and supervision of graduate counseling internship program
- Office Management skills (Microsoft Office and knowledge of Titanium, Teams, Zoom and/or other platforms as needed)

#### **Duties and Responsibilities:**

- Adhere to and train practicum trainees to adhere to Counseling Center policies and procedures
- Provide consultation, education, and outreach services to faculty, staff, and students on developmental, mental health and wellness, and harm-reduction issues
- Participate in Counseling Services emergency and crisis response procedures, including an "on call" rotation, with full-time staff counselors in a regular rotation and part-time staff taking "on call" if other Counseling Services staff are out of the office
- Assist in the development, implementation, and maintenance of an annual 1<sup>st</sup> year practicum experience for Chatham PsyD students
- Assist in the implementation and maintenance of an annual practicum experience for advanced students from Chatham and other university/college counseling, psychology and social work programs
- Provide counseling services (individual therapy and group/support counseling) to students
- Provide programming and outreach to students
- Provide assessment and psychological evaluations for students, including psychodiagnostics evaluation when clinically appropriate
- Provide students with appropriate referrals when needed
- Consult with mental health professionals (physicians/psychiatrists/other providers) regarding students' needs for referrals and/or to providing appropriate care or continuity of care, including medication

- Liaise with members of the University community to encourage referrals to the Counseling Service when students need support
- Identify and engage in practices that encourage adaptable, flexible, problem-solving approaches among staff and trainees
- Other duties as described

**Physical Requirements:**

Hear: Continuous	Sit: 40%
Speak: Continuous	Stand: 20%
See: Continuous with 20/20 acuity	Walk: 40%
Stoop/Bend/Kneel/Squat: 10%	Write: 60%
Use telephone: 80%	Push/Pull: 5%
Use computer: 70%	
Reach above shoulders: 5%	
Fine hand manipulation: 25%	

Revised July 2021