

PROFESSIONAL POSITION DESCRIPTION

Position Title: Clinical Counselor
Division: Student Affairs
Department: Counseling Services
Location: Portland, Gorham, Lewiston-Auburn
Schedule: Full-time; 12 months
Reports to: Director of Counseling Services

STATEMENT OF THE JOB:

The Clinical Counselor is charged with the responsibility for providing professional counseling services for students regarding personal, social, academic, occupational, organizational, and mental health concerns. This position also has responsibility for providing psychological consultation to faculty, administrative staff, students, and families. The Clinical Counselor is expected to conduct workshops and group programs addressing a variety of self-development and mental health concerns. Additionally, this counselor is responsible for providing outreach services as designed by the Director for up to one-quarter of his/her time. Clinical supervision will be provided by a senior level staff member. This is a 12-month position.

ESSENTIAL FUNCTIONS:

- Provide intake assessments of students and employees seeking counseling, both on a scheduled and walk-in basis.
- Offer individual and group counseling and referral for students focusing on personal, social, family, vocational, organizational, and academic problems.
- Consult with university faculty and staff regarding student mental health concerns mental health needs.
- Serve as consultant to campus groups and programs, such as international students, resident student organizations, etc., to identify and alleviate sources of student stress and improve the mental health climate on campus.
- Provide outreach services for up to one-quarter of position as designated by the Director, which includes developing workshops and outreach programs for student groups such as Women's Center, Commuter Students, Multicultural Students, etc. Lead a variety of self-development and support groups for diverse student populations.
- Share office and on-call coverage with other counseling staff, so students experiencing acute psychological distress can be evaluated as soon as possible and referred for appropriate treatment.
- Supervise graduate trainees in the areas of assessment and intervention.
- Maintain confidential client records and case notes.
- Participate in Counseling Services work groups, staff meetings, and committees.
- Additional duties as reasonably assigned.

SPECIAL ESSENTIAL FUNCTIONS/RESPONSIBILITIES:*

- Broad access, including but not limited to master key or swipe card access, to University facilities, residences, or apartments.
- Direct responsibility for safety and security of employees, students, minors, and/or visitors or property.

- Direct responsibility for care, safety, and security of minors (under 18), incapacitated persons, or persons with developmental disabilities who participate in University-sponsored programs.
- Work on federally funded projects.

SUPERVISORY RESPONSIBILITIES: Graduate trainees

BUDGET RESPONSIBILITIES: N/A

PUBLIC AND PROFESSIONAL ACTIVITIES RELATED TO JOB PERFORMANCE:

- Must complete continuing educational credits (CECs) necessary to maintain licensure.
- May participate in other job-related professional development opportunities when available.

INTERNAL AND EXTERNAL CONTACTS:

Internal: Counseling staff, faculty, residence hall staff and other staff in student development.

External: N/A

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of counseling theories and models, particularly short-term therapy.
- Skills in clinical assessment and intervention.
- Skills in consulting within an educational institution.
- Ability to communicate effectively with a variety of people.
- Knowledge of DSM-IV and other diagnostic systems.
- Awareness of student development stages for both traditional age and non-traditional age students.
- Awareness of standards of practice and ethical guidelines.
- Ability to deal with emergency psychiatric situations and work with community agencies for referral.

QUALIFICATIONS:

Required:

- Master's degree in counseling or social work.
- Clinical experience in a variety of mental health settings, including college counseling centers preferred.

License/Certifications:

- Licensure or license eligible at Master's level.

***NOTE:** All individuals who are recommended to fill and subsequently offered a position with **special essential responsibilities** as listed above, or other licensure or certification, shall have the following additional applicable background screening completed (in addition to regular and standard background screening) based on the responsibilities of the position: Credit history screening, and/or Sex offender registry screening, and/or Federal criminal history screening and/or License/certification verification.

HR Office Use

Approved: 10/23

Revised: 01/24

Job Family: 2

Salary Band: 05

Unit: UMPSA

Employee: TBD

Position #: 00025846