TITLE: Counselor Position Description
Division: Campus Life
Office: Student Health and Counseling
Immediate Supervisor: Coordinator of Student Health and Counseling
Appointment: 10 month appointment, 40 hours a week position

Position Summary: Perform all the duties of a Professional Counselor related to direct and indirect mental health care of UW-Superior students according to the mission of Student Health and Counseling Services. The duties and responsibilities of this position will be conducted through the Student Health and Counseling Services. Consultation services to faculty and staff, and outreach activities performed by counselors are designed to enhance the personal, social, educational and vocational development and adjustment of students and other members of the campus community.

Duties and Responsibilities:
- Provide short-term personal, educational and mental health counseling in accordance with departmental policies and counselor’s professional organization/ethical code.
- Provide consultant work with faculty, staff, and administration concerning student mental health needs and assist with staff development.
- Administer and interpret inventories and additional personality or diagnostic assessments as appropriate to clients in conjunction with individual and group counseling.
- Participate in crisis intervention, assessment, referral for students.
- Develop and provide various structured and unstructured groups for skill building, support, insight, and personal development of college students. Conduct outreach and training events for student and/or community groups as requested.
- Provide health outreach to campus organizations and classes to inform students about personal health development and mental health concerns.
- Provide workshop, class and residence hall presentations on a variety of mental health and wellness related topics.
- Engage in professional development activities, such as membership in professional organizations, making presentations at conferences, and participate in joint and individual department staff meetings and staff development functions.
- Facilitate PRIme for Life classes.
- Maintain confidentiality of client information in accordance with professional standards, HIPAA (Health Information Portability and Accountability Act), FERPA (Family Education Rights and Privacy Act) and Wisconsin Law.
- Assume other duties as requested by supervisor, as appropriate.

Knowledge/Skills and Abilities:
- Knowledge of mental health and wellness concepts, principles and practices;
- Experience in assessment;
- Proficient in DSM-IV-TR diagnosis;
- Skilled in the provision of individual and group counseling techniques and treatment planning;
- Ability to establish and maintain effective working relationships with students, faculty, and staff.
- Ability to work with sensitive and confidential information and records.
- Experience in working with issues related to: alcohol and drug abuse, sexual assault, relationship violence, suicide prevention, GLBTQ, multicultural counseling and academic success.

Qualifications:
Masters Degree in counseling, social work or a related field; A current Wisconsin License (or license eligible) in Professional Counseling (Licensed Professional Counselor, Licensed Clinical Social Worker, or Licensed Marriage and Family Therapist, Licensed Psychologist) is required. Minimum of 4 years post-Masters counseling experience.

Desirable Qualifications: Specific professional experience in higher education.

DS 8/2010