

# Counselor II- Part time

This position is: OPEN

**Job Number:** 382 **Posted:** 2/10/2020 **Revised:** **Location:** St. Davids -- **Posting Type:** Staff

## Position Summary

The Counselor II provides counseling and related services to Eastern University students enrolled in traditional undergraduate baccalaureate programs to support student retention, persistence, and success. The Counselor II also provides consultation and outreach services to faculty and staff serving traditional undergraduate students in the Eastern University community.

## Responsibilities

### Position Responsibilities

1. Conducts intake assessments with students requesting counseling services and develops referral or treatment plans.
2. Counsels students in psychological, social, and spiritual areas with an emphasis on supporting academic functioning. Uses primarily individual methods. Uses group methods when requested by the Director.
3. Refers students to resources off-campus when appropriate.
4. Responds to counseling and mental health emergencies during normal work hours. Responds to emergencies after hours on a case-by-case basis when requested and available. Assists junior counseling staff members and other CCAS staff with risk assessment and crisis response in the absence of the Director.
5. When requested by the Director, provides workshops and other outreach activities on mental health, emotional/social adjustment, and academic adjustment to students and to faculty and staff.
6. Consults with faculty and staff regarding student-related psychological adjustment issues when requested by the Director.
7. Prepares intake reports and progress notes on a regular basis; prepares special reports and correspondence as needed.
8. Submits records of contacts with students on a weekly basis for entry into the database.

9. Attends supervision meetings with CCAS Director (or designated substitute).
10. Participates in program development and assessment as requested by the Director.

## Qualifications

### Knowledge, Skills and Abilities

Master's degree with licensure in clinical counseling or a related field and at least three (3) years prior successful experience providing direct counseling service are required. Experience in a higher education setting is preferred. Interest in and ability to articulate an understanding of the integration of psychological counseling and a Christian worldview, as well as alignment with the Christian mission of the University, are essential. Must be able to climb three flights of stairs several times a day.

## About Eastern University

Eastern University is a Christian university of the arts and sciences that integrates faith, reason and justice for students in its undergraduate, graduate, Seminary, urban, professional and international programs. **Applicants should have a religious commitment compatible with its mission and be willing to support the mission and vision of the university.** The university complies with federal and state guidelines of nondiscrimination in employment; members of protected classes encouraged to apply.

## Background Checks

Standard University employees are required to complete the background clearance process. Employment is contingent upon the successful results of an employment background screening. The employment background screening may include but is not limited to your consumer credit history (for positions that work with the university finances or alumni funds only), verification of education and professional credentials, criminal history, driving history, residency, immigration status, performance, references, and other qualities pertinent to your qualifications for the following position.

Youth Clearances are required for positions with direct contact with children and essential personnel positions. Employees working with or around minor age children are required to complete the youth clearance process which includes the following four child protection clearances:

- 1) Affidavit;
- 2) FBI Criminal Record Check;
- 3) Pennsylvania Department of Human Services Child Abuse History Clearance and;
- 4) Pennsylvania State Police Criminal Record Check.

In accordance with state laws, Act 73 of 2007, Act 153 of 2014, Act 168 (relating to the Child Protective Services Law), school employees of Eastern University who will have "direct contact with children" must complete the background check process prior to employment. Results must be submitted within ten days of receipt.

### **Description Disclaimer**

This description is intended to describe the general level and nature of work performed by the person/people assigned to this position. It is not to be construed as an exhaustive list of duties and responsibilities of the person/people so assigned.