GORDON COLLEGE
Position Description

Title: Counselor (Full Time)

Function: Under the direction of the Director of Counseling, provides counseling services to students including, but not limited to, assessment, brief therapy, crisis intervention, case management, community referrals, consultation, and psycho-educational programming.

Description of Duties and Tasks:

Essential Responsibilities:

1. Conducts intake assessments which include obtaining a full description of presenting problem(s), history, severity, mental status exam, family and socio-cultural history, and developing a case conceptualization.

2. Determines whether student is appropriate for brief therapy model of the Center, or facilitates a referral to an appropriate off-campus professional.

3. Develops a treatment plan with measurable goals and targeted interventions.

4. Able to conduct suicide risk assessment, in consultation with other staff, and evaluate the need for further evaluation pursuant to hospitalization.

5. Provides consultation to members of the College community, including faculty, staff, administrators and family members, regarding individual students.

6. Collaborate with departments on campus to provide topic-specific seminars and presentations for students, faculty, and staff.

7. Maintains client records; assures the confidentiality of all information; participates in staff meetings.

8. Offers programming focused on the developmental needs of students that maximizes their potential to benefit from a college academic experience.

9. Practices according to the ethical standards of their profession, as well as the standards of practice and policies of the Center.

10. Performs other duties as assigned by the Director of Counseling.
**Required Knowledge, Skills and Abilities**

In order to fully perform the above functions, the incumbent must possess the following knowledge, skills and abilities, or demonstrate that the major responsibilities of the job can be accomplished, with or without reasonable accommodation, using some combination of skills and abilities.

1. Must profess faith in Jesus Christ as Lord; must accept Gordon’s Statement of Faith; must practice Christian values in daily interactions with students, faculty, staff, and the public as outlined by Gordon’s Statement of Life and Conduct; and must work to advance Gordon’s mission through this position.

2. Masters Degree in Counseling Psychology, Social Work, or related Counseling field required. Preference will be given to a licensed mental health counselor, licensed independent clinical social worker, or licensed psychologist. Must be license eligible.

3. Expertise in the area of cultural/racial competence, racial trauma, multicultural counseling preferred.

3. Must possess well developed personal counseling and interviewing skills.

4. Must possess the ability to relate constructively to students, Center staff, and all members of the College community

Position Code: CSL-COU-4
Grade: 6
FLSA Status: Exempt