Title:  Staff Counselor  

Department:  Counseling Center  
Reports to title:  Director  

Full Time:  X  
Part Time:  
Date Prepared:  10/10/19  

Job Group & Level:  PT5  
Regular Daily Work Schedule:  8:00 to 5:00
Pay Type: Weekly____ Monthly___XX__Months Per Year: 12__ Hours Per Week: 40__
(Summer Months) Months Per Year: ___ Hours Per Week: _____

1. **Summary of Position:**

The Staff Counselor is a 12-month full-time position that reports to the Director of the Counseling Center. The position relates to the College's mission by directly intervening with students to help them manage or resolve personal difficulties that could lead them to struggle academically, drop out of school, or cause disruptions in other areas of their functioning. The Counseling Center provides a variety of services including individual and group counseling, psychiatry services, case management, mental health promotion and preventative services, consultation, and teaching. These services are designed to help students overcome mental illnesses or learn how to cope effectively with them, understand themselves better, create and maintain satisfying relationships, improve their academic performance and cognitive functioning, and make healthy and satisfying career and life choices.

The Staff Counselor, along with all the Counseling Center staff, works toward building and sustaining a center that meets the needs of both individual students and the College community as a whole. We recognize that all of our practitioners bring different gifts and try to assign work from a strengths-based perspective, thus allowing people to grow professionally in ways that best fit their talents and skills. Strong commitments to (1) holistic approaches to student development, (2) interdisciplinary treatment models, (3) the development of on-going, personal and professional multicultural competence, (4) collaboration across the College community and (5) a strong work ethic are necessary to succeed in the position. The Counseling Center operates within a developmental philosophy and a brief therapy model, and candidates must demonstrate an ability to work with a diverse student body within these two frames. Amherst College is a highly selective, small liberal arts college with a very diverse body — 45% of our students are students of color from the US; 10% are international; 40% come from very low income families; 15% identify as LBGTQ+; and 20% have registered disabilities with 2/3’s being mental health or learning disabilities. Consequently, this position provides a unique opportunity to develop and hone multicultural clinical skills and outreach skills related to social justice.

Responsibilities will include conducting evidenced-based, culturally responsive intakes and clinical assessments, individual and group counseling, urgent care, on-call services about 2 weeks/semester, and coordinating care with our psychiatric staff and case manager. In addition, this position provides consultation to Amherst community members, and preventative and educational outreach initiatives with an emphasis on working with one or more of our under-represented affinity groups to foster students’ academic and personal success, including our Latinx, African American, Asian-American and/or Asian Pacific Islander, Native American, International, and/or first-generation communities. This position works collaboratively and cooperatively with community and college departments, including case management in the Office of Student Affairs, Accessibility Services, Health Service Career Center, identity-based Resource Centers, Class Deans, Title IX, and other student service offices. We value wrap-around care, and candidates must be comfortable working across disciplines.

2. **Principal Duties and Responsibilities:**

60% Counseling
Provide culturally appropriate individual, group, and couples counseling/psychotherapy to a diverse student body, including assessment, diagnosis and brief treatment; provide urgent care, crisis intervention, and after-hours on-call; maintain up-to-date files, written reports and job-related communications commensurate with current standards of the profession.

10% Outreach and Mental Health Promotion

Design and implement mental health promotion activities, including workshops, outreach programs, and liaison relationships designed to foster student success. This position places special emphasis on outreach to affinity groups that experience specific challenges associated with systemic forms of oppression such as racism, transphobia, etc.

10% Consultation

Consult with members of the Amherst community — including faculty, administration, staff, parents and students — regarding mental health needs of students. Consult with on-and off-campus health care providers, including Student Health Services, Office of Student Affairs Case Management, Class Deans, Resource Center Directors, hospitals, community mental health agencies, and private practitioners, etc. to help coordinate care.

5% Training/Supervision

Provide training and supervision for Psychology Residents, Pre-doctoral interns, and/or Practicum Student by co-leading psychotherapy groups, teaching seminars, providing rotation training in area of interest and/or providing individual clinical supervision.

10% Administrative

Attend and participate in regular staff meetings, in-service training activities, committees, and case conferences. Participate in regular on-call rotations (about 2-3 weeks per semester). Maintain and promote the highest ethical and professional standards commensurate with training and licensure. Pursue professional development in service of the responsibilities of the position and the profession.

5% Performs other duties/functions as requested.

All employees are expected to participate in the College’s efforts to create a respectful, inclusive, and welcoming work environment.

3. Internal-External Interaction/Communication:

The success of this position hinges on excellent communication skills both inside the Counseling Center and with our external partner across the campus and beyond. We expect the person in this position to be able to function well in a cohesive, team model and to work collaboratively.

Additionally, because of the nature of counseling, the person in this position must have exceptional interpersonal and relationship skills, and be able to work in culturally sensitive ways with a very diverse set of colleagues and students.
4. **Education:** (include certifications and licenses)

Required:

- Highest Degree: Earned doctorate in Counseling Psychology, Clinical Psychology, or other related field from an APA-accredited program and internship OR Masters of Social Work from an accredited program

- Currently licensed, or eligible for licensure in the state of MA as a Psychologist within 18 months of employment, or as a LICSW in the state of MA within 6 months of employment

5. **Experience:** (List specific skills necessary to perform this job)

Required:

- 3-5 years of professional experience
- Able to work in a brief treatment model in a fast-paced environment
- Demonstrated ability to work collaboratively
- Demonstrated ability to work with a diverse student body
- Demonstrated commitment to promoting and enhancing diversity
- Demonstrated commitment to, and experience with, community development and/or mental health promotion
- Outstanding communication, collaboration, interpersonal and relationship skills
- Strong organizational and time-management skills
- Occasional work on weekends and evenings

Preferred:

- Work experience in college or university settings and/or in community mental health
- AND one or more of the following:
  - Expertise in working with transgender, non-binary, gender non-conforming and/or gender queer populations
  - Expertise in working with women of color
  - Expertise in group therapy
  - Expertise in working with personality disorders, and/or severe and persistent mental illness

6. **Environmental and Physical Demands:** (Please describe the work environment and unusual physical demands, i.e. lifting requirements.)

- Carry, lift, push and pull up to 10 lbs.; repetitive motions including fingers, wrists and hands; visual – normal concentration

7. **Decision Making:**

This position requires high levels of independent thinking and critical decision-making skills. The person in this position will constantly be making crucial clinical judgments for both their own clients and those of other clinicians when they are on-call or serving students in crisis. The work environment is fast-paced, and although consultation is always available, we expect the person in this position to be able to make routine clinical decisions quickly, effectively, and autonomously. All clinical decisions
need to be in keeping with both Massachusetts law and the ethical principles that guide the discipline under which the employee’s license is held (e.g. APA Ethical Principles, the NASW Code of Ethics, etc.).

8. **Supervision Exercised/Received:**

**Supervision Exercised:**
This position may supervise Post-Doctoral Fellows, Pre-doctoral interns, and/or Practicum Students.

**Supervision Received:**
If the person in this position is not licensed in Massachusetts at the time of hire, the Counseling Center will provide clinical supervision for up to 18 months for individuals seeking licensure as a psychologist and up to 6 months for those seeking LICSW licensure.

All staff receives regular individual administrative supervision from the Director, and participates in case conference in which they receive clinical supervision from their peers.

Supervisory Responsibility: Yes  XX  No  ________

Number of Employees Supervised: __Supervises only trainees. Generally no more than 2 per year____