



**TITLE:** Counselor  
**DEPARTMENT:** Student Affairs  
**REPORTS TO:** Director of Care Center  
**SUPERVISES:** None  
**STATUS:** Non-Exempt  
**CLASSIFICATION:** Contract Staff  
**F.T.E:** Full-Time

**Mission Statement:** *“Villa Maria College, founded by the Felician Sisters, provides students a rigorous and enriching educational experience. Offering academic programs with a broad core curriculum, the College transforms and empowers students to realize their intellectual, creative, professional, and spiritual potential. Inspired by a welcoming Catholic tradition and a dynamic Franciscan spirit, Villa Maria College offers individual attention and fosters compassion, justice, peace, respect for human dignity and a commitment to service.”*

**Villa Maria College Core Values:** *“Respect for Human Dignity, Compassion, Transformation, Solidarity with the Poor, and Justice & Peace.”*

**POSITION SUMMARY:**

The Counselor will provide short-term individual counseling and social work related services to students as well as campus wide preventive outreach and crisis response. The incumbent will be responsible for facilitating various support group and workshops on prevalent issues on campus. In addition, when needed connect students with local community-based organization and mental health agencies in an effort to provide comprehensive services to students.

**ESSENTIAL RESPONSIBILITIES:**

- Provide crisis intervention and short-term, solution focused individual counseling to students experiencing mental health concerns, relational issues, academic challenges, and/or behavioral issues;
- Provide preventive outreach by developing, promoting, and presenting workshops on prevalent issues on campus;
- Facilitate support groups and wellness workshops to enrolled students;
- Serve as referral source for students in need off-campus mental health and/or social work services;
- Collaborate with external providers of mental health and social work services for the purpose of referrals and coordination of care.
- Maintain consistent and professional clinical notes, treatment plans, and evaluations;
- Providing comprehensive mental health assessments and subsequent treatment recommendations;
- Work closely with the campus community to help ensure a safe campus;
- Demonstrate ability to make clinical and ethical decisions in a team-based environment;
- Collaborates with professional colleagues and support staff to facilitate the provision of quality care for students, and provides input and consultation regarding case management.
- Work to foster diversity and inclusion within the Villa community;

- Insure that confidentiality as regulated by Federal law and New York State law be adhered to;
- Maintain communications with Director of Care Center;
- Meet with Director of Care Center for clinical supervision;
- Work to foster diversity and inclusion within the Villa community to best support diverse students;
- Take on additional responsibilities as assigned by Director of Care Center;
- Support the philosophy and objectives of the College; and
- Remains actively involved with professional associations, and engages in continuous professional development required to maintain licensure.

**ESSENTIAL QUALIFICATIONS:**

- Master's Degree in counseling, psychology, social work, or related field;
- New York State license as a mental health practitioner (social work, psychology, or mental health counseling);
- Minimum of 3 years of experience working as a counselor preferred;
- Direct experience working with students in immediate mental health and/or life crisis;
- Experience in college or university setting preferred;
- Demonstrated ability in coordinating programs and working with other departments;
- Demonstrate ability to make clinical and ethical decisions in a team-based environment;
- Experience cultivating relationships with students, faculty, and staff;
- Microsoft Office knowledge necessary; and
- Excellent communication and leadership skills.

**ESSENTIAL FUNCTIONS:**

Professional business office setting. General environment requires employee to be flexible, consistently use manual dexterity in reaching, writing, navigating around the office setting. This work may include hours standing and walking, including up and down stairs, moving items of up to 25-pounds. Evening and weekend hours may be needed, on occasion, to perform work associated with this position. Possible keyboarding movements will be necessary to perform computer work for this position.

*The above statements are intended to describe the general nature and level of the work being performed by people assigned to this work. This is not an exhaustive list of all duties and responsibilities. Villa Maria College management reserves the right to amend and change responsibilities to meet business and organizational needs as necessary. Villa Maria College is an equal Opportunity Employer.*

**To be considered, please submit your resume and complete the online job application at [Jobs.villa.edu](http://Jobs.villa.edu).** When you have completed the on-line application process your information will be forwarded to the Search Committee for review. The Search Committee will carefully review each resume and the strongest, most qualified candidates will be contacted for an interview.

*Villa Maria College is an equal opportunity employer and does not discriminate on the basis of age, race, religion or creed, color, sex, national or ethnic origin, marital status, or physical or mental disability in admissions, employment, or in any other aspect regarding the conduct of College programs and activities.*