



OTTERBEIN UNIVERSITY

Job Posting

Job Title: Mental Health Staff Counselor

Job Class: Staff

Department: Student Affairs

Status: Non-Exempt/Part-time/**23 hours/week; 35 weeks/year**

Reports to: Counseling Center Director, Kathy Ryan, Ph.D.

To Apply: Please email an [Otterbein Employment Application](#), resume and cover letter including salary expectations to hr.jobs@otterbein.edu addressing this position in the subject; FAX 614-823-1511; or mail to Otterbein University, Human Resources, 1 South Grove Street, Westerville, OH 43081. Only submissions with a completed application will be reviewed.

For an Otterbein Employment Application or more information: Please visit <http://www.otterbein.edu/public/About/Careers.aspx>.

ABOUT OTTERBEIN UNIVERSITY: Historically progressive. That is the hallmark of Otterbein University and those connected to this private university nestled in the picturesque, historic Uptown Westerville district in central Ohio. Otterbein University was established in 1847, a set of deeply rooted values still guide this model community of leaders and learners. Otterbein has set the pace by providing an educational experience that is progressive, innovative and inclusive. Today Otterbein University enrolls 2,495 undergraduate students in more than 70 majors and 393 graduate students working toward one of six master's degrees or a doctor of nursing practice degree. Students come from towns throughout Ohio and represent 42 states and 9 countries, enriching the campus through their individual and collective diversity. Integrity, humane values and an inherently just, moral compass have guided Otterbein's forward-thinking vision and actions—from its curriculum to its responsibilities as a member of academic, regional and global communities.

SUMMARY: Otterbein University Counseling Center is seeking a staff counselor who has exceptionally strong clinical skills, is experienced and confident as a generalist therapist. We are especially interested in candidates who are comfortable relating with traditional college-aged students as well as underserved populations, and who understand the unique developmental needs of young adults.

Applicant must maturely balance clinical autonomy, active collaboration within the counseling center team, and educational trainings and consultation with the campus faculty, staff and campus community. Counseling staff partner with Wellness to provide advocacy and outreach.

Experience with brief treatment models, group therapy, educational programming, or community presentations is desirable. Specialized training in trauma treatment and/or the needs of individuals identifying as GLBTQIA+ is a plus.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Provide clinical assessment and treatment for students.
- Provide urgent care or facilitate emergency interventions to insure student safety.
- Consult with faculty, staff, parents, students regarding mental health concerns.
- Build collaborative relationships campus wide, and with community health care professionals.
- Assess need and coordinate referrals for comprehensive treatment.

- Participate in continuing educational efforts.
- Attend staff meetings and assist Director with administrative responsibilities.
- Serve on departmental and university committees.
- Assist in the design and implementation of new services, as appropriate.
- Actively participate in periodic service evaluations.
- Maintain timely clinical documentation within a secure electronic records program.

SUPERVISORY RESPONSIBILITIES: May supervise graduate interns.

QUALIFICATIONS: The requirements listed below are representative of the knowledge, skill, experience and/or ability required for this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

REQUIRED EDUCATION and/or EXPERIENCE:

- Completion of at least a Master's level program in the mental health field.
- Independently licensed and in good standing with state board.
- Two or more years of clinical experience.
- Expertise in or strong commitment to learning/understanding/providing for, clinical needs of a diverse college population.

PREFERRED

- More than three years of clinical experience.
- Specialized education in any of the following areas: brief therapy, trauma, crisis, diversity, LGBTQ, gender specific concerns.
- Experience working in a college counseling center.
- Experience with Titanium software or facility with technology.
- Experience with social media.

CERTIFICATES, LICENSES, REGISTRATIONS: Possess any of the following licenses:

- LPCC, LISW; PsyD or PhD in Psychology
- Must have a valid state of Ohio driver's license.

LANGUAGE SKILLS: Possess professional level oral and written communications skills including grammar.

MATHEMATICAL SKILLS: Be competent in general math.

TECHNICAL SKILLS: Possess computer proficiency in a Windows based environment (Word, Excel and Access preferred) and the Internet. Expertise with on-line electronic resources and Social Media are a plus. Facility in learning new record-keeping online platform.

REASONING ABILITY: Possess mature judgment and sound reasoning skills.

PHYSICAL DEMANDS: This position does not require extraordinary physical requirements or working conditions. Reasonable accommodations may be made to enable individual with disability to perform essential functions of this position.

WORK ENVIRONMENT: Duties are performed in an environmentally controlled office setting.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct and control the work of employees under supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind of level of difficulty.

Otterbein University is an Equal Opportunity Educator and Employer.

Otterbein University is committed to providing a welcoming environment free from unlawful discrimination. To this end, the University prohibits any form of discrimination against any person on the

basis of race, color, sex, gender, pregnancy, religion, creed, marital status, partnership status, age, sexual orientation, gender identity, gender expression, national origin, disability, military status, or any other legally protected status in its programs and activities. However, the University's commitment to a nondiscriminatory environment is not intended to abridge unduly its commitment to academic freedom, free speech, or its educational mission. Inquiries or complaints regarding any form of discrimination or harassment may be directed to:

Scott Fitzgerald
Director of Human Resources and Legal Affairs
Title IX Coordinator
614.823.1130