

## **Mental Health Counselor Office of Mental Health Services - School of Law**

### **ESSENTIAL FUNCTIONS:**

Under the general supervision of the Director of Mental Health Services, the Mental Health Counselor part-time position for the Office of Mental Health Services/School of Law offers professional psychological services for MC Law students including: Screening, triage, assessment, crisis intervention, clinical case management, structured group, individual, and marriage treatment, as well as campus-based consultation, education and outreach. Counselor for the office to include referrals and assistance with severely troubled students who are in need of psychiatric consultation, medication, hospitalization, and/or the management of life-threatening situations; and a minimum of one week per month with the on-call crisis phone. Occasional night and weekend work. The position requires a minimum of twenty-four client case load per week.

### **OTHER RESPONSIBILITIES:**

- Outline treatment plans with DSM-V diagnosis
- Assess immediate needs of a client and determine if a higher level of care is needed
- Coordinate/participate in mental health awareness events on campus
- Lead/offer mental health education talks to students and staff
- Back-up administrative duties on occasion.
- Operating electronic scheduling and client filing system, Titanium
- Maintaining appropriate client case notes
- Professional Development/Supervision once licensure is obtained
- Participation in professional development conferences/training
- Computer skills
- Organizational skills
- Confidentiality
- Good interpersonal skills
- Willingness to work after hours when needed
- Ability to respond to mental health crisis

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### **DESIRED QUALIFICATIONS**

- LPC in Counseling or Licensed Social Worker
- Master's degree in social work or related field

**Reports to:** Director of Mental Health Services

**FSLA Status:** Non-exempt