Staff Vacancy Announcement

Psychology Specialist (Student Counselor) -INTERNAL

Department: Student Affairs
Position: Full-Time, 10-month position with full benefits
Wage: $18.46 - $24.58
Union Affiliation: FOCUS-MFPE
Starting Date: ASAP
Posting Date: March 2024
Benefits Include:
- Insurance package,
- Mandatory retirement plan,
- Dependent partial tuition waiver,
- Faculty/staff tuition waiver
- Wellness program:

Description

The Student Counselor’s primary duties are to serve the mental health needs of the University of Montana Western students. In addition, this position requires collaboration across campus with students, faculty, and staff to support and promote positive mental health initiatives.

The University of Montana Western is seeking an applicant who is collaborative and demonstrates independent initiative. The position's responsibilities are as follows: provide direct clinical mental health services to students (individuals, couples, and group therapy; intake, assessment, diagnosis, crisis interventions, and consultation); uphold competent and ethical practices; utilize electronic health records for scheduling and documentation; lead and/or participate in outreach initiative with the campus and surrounding community; conduct training and/or presentations on psychoeducation and mental health awareness; and attend staff and committee meetings, as needed. The Student Counselor will report to and be supported by the Director of Student Counseling.

Requirements

The candidate must possess:
- Master’s degree or higher in Clinical Psychology, Mental Health Counseling, Marriage and Family Therapy, Social Work or equivalent.
- Licensed clinical therapist (or licensure eligible) in the State of Montana
For 2024 graduates, graduate coursework must be completed before August 1, 2024.

- Strong commitment to ethical standards, professional competency, best practices, FERPA, and HIPAA regulations
- Dedication to trauma informed practice
- Ability to develop effective case conceptualizations, treatment goals and treatment plans using strong critical thinking skills; and execute these in a client-centered, collaborative manner.
- Clinical experience in working with young adults and commitment to providing multiculturally competent services.
- Ability to work collaboratively with coworkers, faculty, and staff via excellent communication and writing skills.
- Ability to organize and prioritize tasks.
- Completion of documentation in a timely manner in accordance with ethical standards
- Ability to support the Director of Counseling in program development and day-to-day department functioning.

Preferred

- Experience working clinically in a University Counseling Center setting.
- Licensed Addictions Counselor (LAC) qualification.
- Experience in facilitating groups.
- Experience in crisis intervention.
- Experience with an Electronic Medical Records (EMR) system.
- Experience providing outreach and psychoeducational workshops/training.

Application

Review of applications will begin immediately but will remain open until the position is filled.

A complete application Includes:

1. Letter of Interest – addressing your qualifications and experience related to the stated required skills for the position. A general letter salutation such as “Dear Search Committee” or “Dear Hiring Manager” is acceptable.
2. Curriculum Vitae/Detailed Resume
3. Official or Unofficial undergraduate and graduate transcripts (Official transcripts will be required at time of hire)
4. Professional References – names and contact information for three (3) professional references.

* Questions regarding this position should be directed to Tasha Felton, Director of Student Counseling, via email at: tasha.felton@umwestern.edu.

Please send all application material to: kelly.graham@umwestern.edu
*Please note: only five (5) attachments are allowed per application. Please combine documents accordingly.

**Applying through Indeed.com or easy apply through Indeed.com may result in submission of an incomplete application. Applications may be removed from full consideration if they are not complete with materials listed above under the "How to Apply" section. It is the responsibility of the applicant to ensure complete application materials are submitted and received by the date listed above.

The University and Dillon Area

The University of Montana Western is a dynamic, innovative, undergraduate university with over 75 full-time faculty and over 1,300 students. It is located in Dillon, Montana in the scenic Rocky Mountains and has been awarded numerous top national rankings for delivering high quality, affordable education.

Montana Western is the only public four-year college in the nation offering Experience One (X1), experiential learning delivered on the block schedule. Class sizes are small, and students take a single course at a time, three hours each day for 18 days, before moving on to the next course. Each course is four credits, and four blocks are offered each semester. The block schedule facilitates field and lab work, undergraduate research, study travel, and interdisciplinary teaching. Montana Western’s faculty strongly believe in mentoring and inspiring students and assisting them in the transition from university life to professional careers.

The University of Montana Western is an integral part of the Dillon Community. With a population of 5,000 people, Dillon is known for outstanding public schools, safe environments, recreational opportunities, and an excellent quality of life.

The University of Montana Western is an equal opportunity/affirmative action employer and encourages applications from qualified women, minorities, veterans and people with disabilities. Criminal Background Investigation is required prior to the Offer of Employment In accordance with University regulations, finalists for this position will be subject to criminal background investigations. ADA/EOE/AA/Veteran's Preference Reasonable accommodations are provided in the hiring process for persons with disabilities. For example, this material is available in alternative format upon request. As an Equal Opportunity/Affirmative Action employer, we encourage applications from minorities, veterans, and women. Qualified candidates may request veterans’ or disabilities preference in accordance with state law. References: References not listed on the application materials may be contacted; notice may be provided to the applicant. Testing: Individual hiring departments at UMW may elect to administer pre-employment tests, which are relevant to essential job functions. Employment Eligibility: All New Employees must be eligible and show employment eligibility verification by the first date of employment at UMW, as legally required (e.g., Form I-9).