

STAFF VACANCY ANNOUNCEMENT

Student Counselor

Department: Student Affairs

Position: Full-time, 10-month position with complete benefit package

Salary: \$20.00-\$22.00 hourly (Dependent on experience)

Union Affiliation: MFPE

Posting Date: June 2022

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, 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 initiatives 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.

Required Qualifications

- 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 2022 graduates, graduate coursework must be completed before August 1, 2022.
- Familiarity with, and commitment to, professional competency, best practices, ethical standards, HIPAA and FERPA regulations
- Clinical experience in working with young adults and commitment to providing competent services to multicultural demographics.
- Excellent communication and organizational skills to collaborate successfully with faculty, staff, and students.
- Ability to use computer programs and office equipment to complete 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 Qualifications

- Experience working clinically in a University Counseling Center setting
- Licensed Addictions Counselor (LAC) qualification
- Experience with couples and group counseling
- Experience in the treatment of disordered eating
- Experience in crisis intervention
- Experience with an Electronic Medical Records (EMR) system
- Experience providing outreach and psychoeducational workshops/training
- Familiarity and/or experience with the Family Educational Rights and Privacy Act (FERPA)

Application

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

Apply online at <https://bit.ly/3446StudentCounselor>

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. **Detailed Resume** – listing education and describing work experience.
3. **Professional References** – names and contact information for three (3) professional references.

The University & Dillon Area

The University of Montana Western is a dynamic, innovative, undergraduate university with over 65 full-time faculty and 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).*