

Job title	Counselor
Reports to	Vice President for Formation
Classification	Exempt
Status	Part-time

Job purpose

The Counselor is an at-will employee of Divine Word College and is appointed by the College President. The Counselor renders services in accordance with the applicable College policies and the standards of the American Counseling Association's Code of Ethics.

Duties and responsibilities

1. Provides on-campus counseling services during academic years from August 1 to May 31 and is available as needed for emergencies throughout the year.
2. Meets with all new students in the first two weeks of their arrival to explain the services available and to assess any need for counseling services.
3. Provides individual counseling and group counseling as well as crisis intervention as needed.
4. Offers a variety of instruments which can facilitate a student's self-understanding, vocational choice and psychological fitness for their vocation. The Counselor will exercise care in the use of standardized instruments recognizing the limitations of such measures in cross-cultural application.
5. Receives referrals from the Vice President for Formation and Student Life, the Vice President for Academic Affairs, and the Vice President for Admissions.
6. Serves as a member of the Formation Committee and as a resource person for the formation directors and faculty.
7. Assists students in the areas of study skills, study habits and time management, on an individual or group basis.
8. Makes referrals, when appropriate and necessary, to competent local psychologists, psychiatrists, and other mental health professionals who understand and support the spiritual and vocational ideals of the College and the cultural needs of Divine Word College students.
9. Arranges and schedules the junior year students (SVD candidates only) and Associate Students for the psychological assessment, by a designated (selected by the Formation Committee) psychologist, in preparation to enter the Novitiate.
10. Makes referrals to the DWC Academic Consultant as needed and facilitates all communication among student, the success coach, the formation team and any involved faculty members.
11. Provides education for students on issues of concern such as healthy relationships, sexuality, substance use, eating disorders, anxiety, depression, homesickness, self-harm, etc.
12. Maintains strict confidentiality and only releases student information to appropriate Divine Word College faculty, staff and administrators on an "as needed" basis after the student signs the proper consent form.
13. Protects students' information by keeping all files in a locked, fireproof file cabinet.
14. Refrains from holding any position within the College that would in any way involve a threat to confidentiality, including Formation Directors' staff meetings, pre-novitiate evaluations, individual student formation evaluations, discipline issues. (*Hiring Committee requests input from BOA*)
15. Refrains from voting for or against any student for any reason while the student is enrolled, or after the student leaves, without written consent from the student concerned.
16. Participates in continuing education or other professional activities to stay abreast of current developments in the profession of counseling.

17. Undergoes a periodic evaluation according to procedures that respect the necessary confidentiality of those services and according to established principles of professional review.
18. Recommends psychological tests at his/her own prudent discretion and judgment whenever it appears that such tests may be needed to pursue issues relevant to immediate counseling needs, to clarify areas of stress or requiring affirmation.
19. Other duties as assigned.

Qualifications

- Master's degree in counseling.
- Licensed in the State of Iowa as a mental health therapist, independent social worker, or equivalent.
- Experience and openness to working with international and domestic students from multi-cultural and multi-lingual environments.
- Ability to work as a team member with the College's faculty, staff and formation team.

Working conditions

- Work is normally performed in a typical interior/office work environment.
- Ability to work a flexible schedule, including evenings, weekends and holidays required.

Physical requirements

- Limited exposure to physical risk.
- Limited physical effort required.
- Ability to lift up to 25 pounds.

Direct reports

- None

Date approved:	
Reviewed:	