



# MERCYHURST

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UNIVERSITY

501 East 38th Street  
Erie, PA 16546

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800-825-1926

[mercyhurst.edu](http://mercyhurst.edu)

## Counselor

**Location:** Erie

**Department:** Counseling Center

**Reports To:** Executive Director of Wellness

**Full/Part Time:** 10-month, Full-Time

**Classification:** Administrative/Exempt

**Closes:** *Open Until Filled*

### SUMMARY

The Counselor provides screenings, counseling, psychoeducation, crisis intervention and related services to Mercyhurst University students through the Counseling Center. Counselors also consult with faculty and staff on the campus as indicated to assist in outreach and intervention for students. This job description applies to all counselors, whether full or part-time.

### DUTIES AND RESPONSIBILITIES

- Provides initial screening and assessment of student to determine clinical needs, acuity, and treatment plan.
- Establishes effective rapport with most students offering courtesy, compassion, and hospitality.
- Provides brief and ongoing therapy using individual, group, couples, family, or crisis modalities.
- Utilizes a variety of therapy approaches in a knowledgeable and competent manner based on the individual needs of each student in a manner consistent with clinical best practice and professional standards.
- Staff the urgent walk-in hours at the Center and assist with student crisis situations that arise during the workday.
- Conducts safety assessments on students and works collaboratively with University departments and community resources to effectively coordinate rapid and effective responses when safety is an issue.
- Maintains appropriate professional records on each client and communicates client information in a confidential and professional manner consistent with Pennsylvania law and professional organization codes of ethics (ex. APA).
- Provides consultation services to faculty, staff, parents/family, and students to enhance personal development and wellness.

- Assures that all office procedures, policies, and required reports are developed, followed, and completed in a timely fashion.
- Works with the Executive Director for the development and implementation of treatment planning and behavioral goals.
- Informs the Executive Director of any difficulties relating to treatment issues, concerns around student safety, procedural, patient satisfaction, and other departmental or public relations concerns.
- Works with the Executive Director to develop and implement annual goals and objectives for the Counseling Center and wellness initiatives.
- Performs other related duties as assigned.

### **EDUCATION AND EXPERIENCE**

A licensed clinician is strongly preferred. This could be a licensed psychologist, licensed clinical social worker, or licensed professional counselor. Current Pennsylvania state professional board licensure regulations requires a Ph.D. for licensed psychologists, and a MSW or MA for licensed clinical social workers or professional counselors.

Doctoral candidates will possess one to three years of relevant and successful clinical work experience; Master's degree candidates will possess a minimum of three to five years of such experience. In the event that a non-licensed clinical applicant was considered for the position a minimum of 5-7 years of direct clinical experience would be required.

The successful candidate will possess knowledge of developmental issues of college students and demonstrate knowledge of and sensitivity to multicultural issues. Experience and training in the assessment and management of crisis situations is valued.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

Experience with university/college counseling populations as well as demonstrated knowledge and expertise with diverse clinical issues including gender and psychology, eating disorders, alcohol and substance abuse, optimism and resilience, anxiety and mood, motivational interviewing, and crisis intervention strategies.

While the work hours primarily occur during the day, an ability to work the occasional evening and weekend hours to assist with various events including but not limited to campus presentations that the Center may sponsor/co-sponsor, staff training to other departments, and/or freshman orientation.

Current in knowledge of relevant state law and ethical codes of behavior for the practice of psychology, social work, and counseling.

Excellent communication skills, experienced professional in telephone communications; exceptional interpersonal skills and problem-solving ability; service oriented; proficient in Microsoft Office software; able to work under pressure, handle multiple tasks/deadlines/priorities; strong service orientation; ability to work independently with

minimal direction; knowledgeable of ethics and regulations relative to the practice of counseling and aligns practice with that knowledge.

### **WORKING CONDITIONS**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet.

Virtual (remote) therapy may be utilized when the health condition of the community requires it, or as an occasional part of therapist's caseload.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to speak with individuals and /or groups of people and be able to listen and respond to questions or inquiries. The employee is frequently required to sit and is occasionally required to stand or walk. The employee must frequently lift and/or move up to 10 pounds. General vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

### **APPLICATION PROCESS**

Review of applications will begin immediately and continue until the position is filled or until date indicated above. Send cover letter, resume and 3 work-related references to:

Human Resources  
Mercyhurst University  
501 East 38th Street  
Erie, PA 16546  
[hrinfo@mercyhurst.edu](mailto:hrinfo@mercyhurst.edu)

Mercyhurst University values diversity and is committed to the goal of achieving equal opportunity for all. For that reason, Mercyhurst abides by federal, state and local law in admissions, employment and all services and programs provided.

Mercyhurst does not unlawfully discriminate on the basis of race, color, religion, creed, sex, citizenship status, ancestry, national or ethnic origin, age, familial status, sexual orientation, gender identity or expression, physical or mental disability, military or veteran status or any other legally protected characteristic or because of any individual's legally protected activities.

Mercyhurst complies with federal, state and local legislation and regulations regarding nondiscrimination. This policy applies to faculty, administration and staff, applicants for employment, students and applicants for educational programs and activities.

**Candidates must be currently eligible to work in the United States.**