

JOB DESCRIPTION



Position Title: Practicum Counselor

Department: Student Health and Wellness

Reports To: SHW Counseling Unit Professional Staff

Purpose: Provide direct counseling, outreach, crisis intervention and administrative responsibilities for counseling services. Conduct and/or coordinate educational presentations regarding mental health-related topics and issues facing university students, faculty, and staff.

I. KEY RESPONSIBILITY AREA: Counseling

- Provide personal and group counseling, crisis intervention and referral services as needed to students using appropriate treatment plans and full assessment intakes.
- Participate in case supervision, clinical supervision and educational training.
- Participate in the “on-call” rotation schedule with professional staff.
- Assist the professional staff with the integration of projects into counseling services.
- Prepare and maintain proper client files, timely manner.
- Monitor client load and complete weekly/monthly counseling reports as required by program major.

II. KEY RESPONSIBILITY AREA: Educator

- Initiate and deliver educational presentations for the Don't Cancel Class and Outreach programs.
- Build educational curricula that targets psychoeducation and prevention efforts in health related issues.
- Provide leadership training for student organizations.
- Assist the professional staff in training student organizations and/or community programs (i.e. Greeks, Residence Life, Communities in Schools (CIS), PEP Talk, etc.)
- Serve the university and local communities as a resource person in areas of mental health related topics.

III. KEY RESPONSIBILITY AREA: Communication and Public Relations

- Participate in university and community committees related to alcohol, tobacco, and other drug prevention as well as counseling issues as directed.
- Communicate current mental health and wellness information and community support services to students and university employees.
- Establish positive two-way communication with units and department staff.

IV. KEY RESPONSIBILITY AREA: Professional Development

- Keep abreast of changes in the field of counseling, wellness, alcohol, tobacco and other drug prevention information.
- Define professional goals as related to the practicum experience.

IV. Other duties as assigned by the SHW Professional Staff.

Minimum Job Requirements:

Bachelor's degree in Psychology, Guidance and Counseling, or related field. Must be currently enrolled in the Master's level Psychology or Counseling and Guidance program and maintain a cumulative grade point average of 3.0.