



Mental Health Counselor

Position Summary

Hood College is seeking two part-time Mental Health Counselors to join our team from August through May. These 10-month positions offer a consistent 25-hour workweek and play a vital role in supporting the mental health and well-being of our diverse student population—including residential and commuter undergraduate students, as well as graduate students.

Reporting to the Vice President for Community and Inclusivity, the Mental Health Counselor(s) will provide direct, solution-focused counseling services that foster resilience, personal growth, and academic success. In addition to individual clinical support, the counselor(s) will collaborate with campus partners and student organizations to deliver impactful outreach and educational programming and contribute to campus-wide mental health initiatives and serve as advocates for student wellness.

A consistent weekly schedule will be determined collaboratively between the counselor and supervisor, within Counseling Center hours (Monday–Friday, 8:30 AM–5:00 PM). Additionally, one hour of weekly clinical supervision will be provided by a board-approved supervisor.

Essential Duties include the following. Other duties may be assigned.

- **Provide clinical mental health services to students - 75%**
 - Provide intake assessments and effective treatment planning.
 - Provide individual and group counseling to students presenting with a variety of personal, social, academic, and mental health concerns. Provide case management and appropriate referrals to off-campus providers as needed. Provide crisis assessment, intervention, and consultation as needed during working hours.
 - Maintain accurate, adequate, and timely documentation of treatment records including assessment, treatment plans, progress notes, correspondence with others, and termination records.
 - Follow professional ethics, state laws, HIPAA/FERPA, and Hood College procedures for the administration and documentation of treatment records.
- **Provide outreach, education and support on-campus – 15%**

- Design and execute innovative mental health psychoeducational programs and materials tailored to the specific experiences of students.
- Provide training to faculty, staff and student leaders regarding trends in mental health generally and campus climate specifically.
- Serves as a member of campus committees as assigned by supervisor.
- **Perform administrative duties in an organized and ethical manner – 10%**
 - Maintain clinical schedule, respond to email and phone inquiries within one business day during the week and the following Monday if on the weekend.
 - Attend regular staff, departmental and divisional meetings, professional development sessions and other meetings assigned by the supervisor.
 - Establish and maintain collaborative relationships with local hospitals, substance abuse and mental health agencies, and mental health professionals.
 - Observe state and national statutes and guidelines related to professional role, code of ethics, and confidentiality including HIPAA/FERPA.
 - Maintain professional licensure and credentials in good standing including the completion of required continuing education credits.
 - Generates up-to-date and accurate reports on a quarterly basis.

Qualifications

We seek a candidate who values diversity, equity and inclusion in all that they do. Candidates must have strong organizational skills and a proven ability to work collaboratively with partners across campus in support of Hood College's mission as a student-centered, liberal arts institution.

To perform this job successfully, the individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education and/or Experience

Minimum Requirements/Qualifications

- Master's degree in Clinical Mental Health Counseling, Social Work or related field.
- Licensed to practice in the state of Maryland: LGPC, LGSW.
- At least one year of experience working with young adults.
- Demonstrate an understanding of and experience in supporting the specific mental health and wellness needs of individuals from a cross section of backgrounds and experiences
- Experience working with database, tracking and electronic health record software.

Preferred Skills and Characteristics

- 1-3 years of experience working with college students.

- 1-3 years of experience working with a team of individuals from various departments to support student success.
- At least one year of experience working in crisis situations.

Technology Skills

Proficient in MS Office tools (Microsoft Word, Excel, and PowerPoint), e-mail and Internet. Ability to learn new applications quickly including organization-wide information systems and department-specific software applications.

Language Skills

Strong oral and written communication skills. Ability to effectively provide information and positively respond to questions from both external and internal customers both in person and by phone. Ability to write routine reports and correspondence.

Mathematical Skills

Proficient with statistical and financial concepts. Must have the ability to apply those concepts to tracking, projections, goal setting and interpreting reports. Must be able to draw conclusions from reports and make cost effective decisions regarding programs.

Reasoning Ability

Ability to solve practical problems and deal with a number of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Ability to work independently and as a member of a group in developing and executing project plans. Ability to work in theoretical arena and apply logic as appropriate.

Physical Demands

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 frequently required to stand; walk; use fingers, hands, reach with hands and arms; and talk and hear. The employee is required to sit. The employee may occasionally be required to stand and lift and move up to twenty-five pounds. Specific vision abilities required include close vision. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Work Environment

The work environment described here is representative of what an employee will encounter while performing the essential functions of this job. The noise level is usually moderate, and could include interaction with other employees, students, the public, telephones, and other office equipment.

To Apply

We invite qualified candidates to apply on-line via our electronic application which requires submission of a cover letter, résumé and three professional references.

If you need assistance with the on-line application process, please email humanresources@hood.edu or call (301) 696-3592.

Hood College does not discriminate on the basis of sex, race, color, national origin, sexual orientation, gender identity or gender expression, marital status, pregnancy, disability, religion, or age in recruitment, admission and access to, or treatment, or employment in its programs, services, benefits, or activities as required by applicable laws including Title IX of the Educational Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973, and complies with the law regarding reasonable accommodation for disabled applicants and students. Inquiries about discrimination or reasonable accommodation should be referred to the Title IX and Section 504 Coordinator at Alumnae Hall, 401 Rosemont Avenue, Frederick, MD. 21701 (AD 312), (301) 696-3592. For complete information on Hood College's nondiscrimination policy, please visit <http://www.hood.edu/non-discrimination/>.