

 In pursuit of the mission and goals of Peninsula College, members of our campus community will be guided by the following principles:

* The teaching/learning process is at the center of the mission of Peninsula College.
* Members of the campus community will treat each other with mutual respect and dignity.
* Members of the campus community will be open and honest in their communications.
* Members of the campus community will promote a positive work environment and avoid adversarial relationships.
* Members of the campus community will act ethically and with integrity.
* The college will engage in collaborative decision-making processes.

**MENTAL HEALTH AND ACADEMIC COUNSELOR**

(11-month contract, Tenure Track, Full-Time Faculty)

Open Date: August 7, 2025

Close Date: August 20, 2025

Anticipated Start Date: October 1, 2025

Anticipated Salary Range: **$74,313.00 - $105,826.00 (DOE)**

**PENINSULA COLLEGE’S COMMITMENT TO EQUITY**

Our collaboratively developed shared definition of equity is that as a College “we aspire to ensure that all students, faculty, and staff have access to resources and support in proportion to their needs and that they feel respected, connected, and can thrive in their goals.” Peninsula College’s equity efforts are led by an Equity Standing Committee with cross-campus representation. The committee appoints equity work groups and develops, assesses, and updates an annual equity plan. That committee’s collective work has identified the need for a position that can lead the College’s work in equitable hiring practices and equity training for all employees and that can act as resource for the College’s equity partners by sharing expertise and leadership.

**At Peninsula College, we are committed to ensuring a fair and unbiased hiring process. To support this commitment, we use an application redaction process. This means that certain personal identifying information will be removed from your application before it is reviewed by our hiring committee*.***

**THE COLLEGE**

Located in the northwest corner of the United States, Peninsula College is nestled in the foothills of the Olympic Mountains. The main campus in Port Angeles, Washington, overlooks the Strait of Juan de Fuca and the nearby city of Victoria, British Columbia, and has easy access to the Pacific Ocean, Olympic National Park, and Seattle. Port Angeles is two hours from Seattle and a one-hour ferry ride to Victoria, Canada. The College is honored to serve six sovereign American Indian nations in the region: Jamestown S’Klallam, Lower Elwha Klallam, Quileute, Makah, Hoh, and Port Gamble S’Klallam.

The College is honored to have strong relationships with these six federally recognized Tribes in the College’s service district. The College is home to Longhouse of Learning. It is the first Longhouse in the nation to be built on a community College campus. The College offers transferable Indigenous language courses in Klallam/S’Klallam, Makah and Quileute and Hoh languages. Instructional programs include a Tribal Homeland Security & Emergency Management certificate and an Integrated Indigenous Studies transfer pathway. The College is committed to doing more and taking future direction from the Tribes.

As a public comprehensive community college with baccalaureate-granting authority, Peninsula College is highly regarded by businesses, schools, and community partners for its culture of inclusiveness, innovation, high academic standards, and community engagement. The College is part of the 34-college Washington State Community and Technical College System and is accredited by the Northwest Commission on Colleges and Universities.

The College serves more than 2,500 students through its main campus and Port Townsend and Forks campuses, its correctional facilities, community education, and its online course offerings. The College community is vibrant, engaged, and known for its commitment to serving the diverse needs of the local communities across its 3,600 square mile service district.

The College culture is defined by its Guiding Principles and its shared governance model, which values respect, open and honest communication, integrity and collaboration.  The College is a leader in the Guided Pathways work in Washington State and sees developing an equitable and socially just institution as a central part of that work. The College is highly regarded as a warm and welcoming place.  Click here for a [video about Peninsula College.](https://youtu.be/W_hq2CqWW1Y)

**THE POSITION**

This is a faculty position responsible for providing mental health and academic counseling in individual and group settings. This position provides immediate, short-term help to students in distress that are experiencing personal, social, emotional, physical, psychological, and behavioral problems that may interfere with college success. This position will focus on advancing campus wellness initiatives to ensure a trauma-informed and healing-centered campus.

**ESSENTIAL FUNCTIONS**

Mental Health Counseling

* Conduct short-term goal-oriented counseling sessions with targeted interventions focused on achieving stability, enhancing coping skills, personal empowerment, and safety.
* Provide crisis counseling to students (individuals and groups) on a wide range of concerns (e.g., anxiety, depression, grief, substance abuse, etc.) that may interfere with their ability to succeed in college.
* Act as a liaison with community organizations regarding local area resources, referrals, and related collaborative efforts.
* Provide group facilitation or leadership for support groups or special interest groups.
* Provide classes, workshops, and related activities to educate campus community about counseling services, mental health topics, etc.
* Provide consultation to faculty, staff, and community regarding how to assist students with personal difficulties, problems, and concerns.
* Use culturally responsive counseling modalities when working with historically underrepresented student populations, at-risk students, and other marginalized student populations.
* Adhere to ACA (American Counseling Association) and State of Washington ethical and legal standards

Academic Counseling:

* Co-manage the academic standards process with Associate Dean
* Provide academic counseling for at-risk students on probation and suspension
* Teach a non-credit student success course targeted for at-risk students remediating their GPA
* Co-manage campus early alert system with Associate Dean

Other duties as assigned:

* Serve on college committees.
* Participate in annual planning and assessment activities.
* Serves as a core team member on the campus CARE team (behavioral intervention/threat assessment).
* Provide backup advising as needed.

**REQUIRED KNOWLEDGE AND EXPERIENCE**

* Experience using short-term crisis intervention techniques.
* Experience working with individuals in one-on-one and group settings.
* Experience working with diverse populations.
* Experience working collaboratively in a team environment.
* Strong organizational and time-management skills.
* Excellent verbal and written communication skills.
* Experience with academic, career planning, and/or counseling in higher education.
* Ability to successfully collaborate with faculty, staff, community members, and students as part of an effective student success team.
* Evidence of strong organizational, interpersonal, problem-solving skills; demonstrated ability to take initiative.
* Self-starter with a high degree of motivation, energy, flexibility, integrity, and willingness to innovate.
* Computer proficiency in Word, Excel and data base systems.
* Excellent communication skills, both oral and written, are essential. Ability to communicate with students whose primary language is not English.

**REQUIRED SKILLS AND ABILITIES**

* Use Microsoft Office Suite products, learning management systems, student information systems, web conferencing software, etc.

**MINIMUM QUALIFICATIONS**

* Master’s degree in Counseling, Psychology, Social Work, or closely related field.
* Licensed or eligible to be licensed prior to employment as a Licensed Mental Health Counselor or Licensed Clinical Social Worker in the state of Washington.
* One year or more post Master’s degree counseling experience.
* Experience developing and conducting classroom or group presentations for adults.
* Experience using short-term, evidenced-based therapeutic techniques.
* Experience working with individuals in one-on-one and group settings.
* Experience working with diverse populations.
* Experience working collaboratively in a team environment.
* Strong organizational and time-management skills
* Excellent verbal and written communication skills

**PREFERRED QUALIFICATIONS**

* Previous counseling experience working with adults in an academic, vocational, or mental health setting.
* Understanding of and commitment to the mission of a community college.
* Teaching experience
* Demonstrated commitment to promote equitable access and educations achievement for diverse students
* Demonstrated strong knowledge of the principles and practices of counseling, advising, and student success.
* Experience counseling diverse and minoritized student populations including students with disabilities and BIPOC and Latinx, LGBTQ+, veteran, international, undocumented students.

**REQUIRED PHYSICAL ABILITIES**

Similar to those of any office-based or classroom position. Ability to sit, stand, move about the campus for required meetings, lift up to 25 lbs. of office equipment, books, etc. Operate digital office machinery; navigate web and other computer environments.

**REQUIRED WORK SCHEDULE AND WORK ENVIRONMENT**

Position is typically scheduled Monday through Friday, during business hours of operation at the Port Angeles campus with regular travel to the Forks and Port Townsend campuses to see students. This position may be called upon to respond to events held in the evening or on weekends. May be expected to travel periodically, both locally and nationally.

**REQUIRED EDUCATION OR CERTIFICATES**

* Master’s degree in Counseling, Psychology, Social Work, or closely related field.
* Licensed or eligible to be licensed prior to employment as a LMHC or Licensed Clinical Social Worker in the state of Washington.

**Employment Terms**

* A full-time tenure-track position beginning in 2025 Fall quarter
* Salary placement is determined according to the negotiated Faculty Salary Schedule, which is based on both educational attainment and relevant professional experience. Initial placement on the schedule is based on the highest degree reflected in official transcripts received at the time of hire. If additional verifiable teaching or industry experience is submitted via affidavit within your first quarter of employment, HR may adjust your salary placement accordingly to reflect those years of experience.
* The normal academic year contract is equivalent to 175 days (1400 hours), typically encompassing 11 months per academic year.

**EMPLOYMENT PAY AND BENEFITS INFORMATION**

* Full-Time faculty position.
* Anticipated starting salary: **$74,313.00 - $105,826.00 (DOE)**

**Pay/Salary Range PCFA Salary Guidance**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **STEP** | **A** | **B** | **C** | **D** | **E** | **F** | **G** | **H** | **I** | **J** |
| **Annual** | 74,313.00 | 77,313.00 | 80,482.00 | 83,650.00 | 86,818.00 | 89,986.00 | 93,154.00 | 96,323.00 | 99,491.00 | 102,661.00 |

**Full Time Employee Benefits:**

* Excellent benefits: including medical, dental, life, and long-term disability insurance; as of July 1, 2025, Peninsula College contributes $1,333 per month to the cost of the Washington State employee insurance programs.
* Retirement plan options with employer contributions; optional credit union and tax-deferred annuity programs.
* Peninsula College is a qualified employer for the [Public Service Loan Forgiveness](https://ofm.wa.gov/state-human-resources/public-service-loan-forgiveness-program) program. If you work for the College full time, have had Direct Loans and are on an eligible repayment plan, you are eligible to apply.
* Sick leave accrual is 8 hours per month \* Full-time equivalent.

**Application Submission Procedure:**

A complete application file will include:

* a college employment application,
* a letter of application addressing specific qualifications of this position,
* a current CV,
* a teaching philosophy, not to exceed 2 pages,
* a diversity statement, not to exceed 2 pages,
* official transcripts, and
* three current professional references qualified to assess your experience and ability to perform the duties specified. Please include references’ email addresses and telephone numbers.
* In compliance with the Immigration and Naturalization Act, proof of authorization to work in the United States will be required at the time of hire.
* Prior to a new hire, a background check including criminal record history will be conducted. Information from the background check will not necessarily preclude employment but will be considered in determining the applicant’s suitability and competence to perform in the position.

**Application materials may be uploaded electronically, by mail, or email to:**

 Human Resources

 Peninsula College

 1502 E. Lauridsen Blvd.

 Port Angeles, WA 98362

 Phone: (360) 417-6298

 Email: pchr@pencol.edu

Applications submitted electronically will be accepted without signatures.

**Jeanne Clery Statement:**

Notice of Availability of Annual Security Report—Peninsula College’s Annual Crime/Security Report is available [here](https://pencol.edu/services/campus-safety/campus-crime-statistics), containing mandated information about current campus policies concerning safety and security issues, required statistics, and other related information. To obtain a paper copy of the report, please call 360-417-6559.

**Non-Discrimination and Anti-Harassment:**

Peninsula College is compliant with Title IX best practices. For more information visit, [Anti-Harassment and Nondiscrimination | Title IX.](https://pencol.edu/student-rights-policies-and-procedures/anti-harassment-and-nondiscrimination-title-ix)

Peninsula College does not discriminate on the basis of race, creed, color, religion, national origin, families with children, sex, marital status, sexual orientation, including gender identity, age, honorably discharged veteran or military status, genetic information, or the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person with a disability in its programs and activities. Coordination of compliance is the responsibility of the Human Resources Officer, Hanan Zawideh, hzawideh@pencol.edu, (360) 417-6212.

**Requesting Accommodations for Employment:**

Please contact the Peninsula College Human Resources office, 360-417-6298 or email pchr@pencol.edu to request for any accommodations.

**Peninsula College is an equal opportunity employer.**