

POSITION ANNOUNCEMENT

Madonna University

Job Title: Counselor
Department: Counselling and Wellness Services

Position Status: 9-Month/Full-time – mid August to early May
Reports To: Associate Dean of Students and Title IX Coordinator

SUMMARY

This position serves as the primary mental-health counselor/clinician for the Livonia campus providing assessment, intervention, and counseling/mental health referrals for students. Coordinates and oversees services provided by a third-party vendor for mental health/counseling services for students seeking assistance. Provides leadership across the university related to student mental health needs and wellness. Works closely with Student Affairs department to implement supplemental mental health and wellness initiatives and programming.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Conducts triage intake assessments for students in distress and crisis (including those with the potential risk of harm to self) and develops short-term treatment plans or refer students as appropriate to third-party vendor or agencies local to Madonna University or in a location accessible to the student for longer-term specialized care.
2. Promotes and oversees mental health resources to students through a third-party vendor for 24/7/365 counseling, life coaching, and support services.
3. Maintains client files in accordance with applicable laws and institutional policies. Stays abreast of and consults about current legal and ethical issues related to mental-health practices in higher education.
4. Demonstrates practices that support and encourage students of all intersecting identities to seek treatment and assistance.
5. Follows-up with referral agencies to promote and track student progress and success.
6. Develops a diverse and robust referral network and database. Builds cooperative and effective relationships with community mental health providers.
7. Collaborates with key university partners, including but not limited to Residence Life, Dean of Students Office, Athletics, colleges/schools, and Campus Safety to support student success and well-being.
8. Develops and delivers communications, information sessions, basic training, and presentations for campus partners and student staff/leaders regarding supporting students and peers with mental health struggles and other wellness needs. Promote services at events such as admitted student days, open houses, new student orientation programs, residential student meetings, faculty and departmental meetings, and more for students and family members.
9. Serves as a core member of the Madonna University Behavioral Intervention Team (MUBIT) to support students' academic and personal success both inside and outside the classroom.
10. Develops, collects, and maintains up-to-date policies, processes, and procedures aimed at delivering quality services for students.
11. Manages departmental digital presence to ensure timely and current communication of information.
12. Manages the department budget. Collects, maintains and analyzes performance and other assessment related data for departmental reporting purposes.
13. Serves on university committees to represent the office and promote student success.
14. Other duties as assigned.

QUALIFICATIONS: The above statements reflect the general responsibilities of the position and should not be construed as a detailed description of all the work requirements that may be inherent in this position. To perform this job successfully, an 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 EXPERIENCE: Master's degree (MA) in Counseling, Social Work, Psychology, or a related area is required. One to two years of providing mental health services as a fully licensed or limited-licensed practitioner is required. Licensed Professional Counselor (LPC), Licensed Social Worker (LSW), Licensed Clinical Social Worker (LCSW), or Licensed Master Social Worker (LMSW) is preferred. In-depth knowledge of principles and practices of mental health counseling of college students.

TO APPLY: **Current employees:** Complete the internal application on **MY Portal >Employee Resources>Human Resources**

External candidates:

- 1) Complete the **application on our website Madonna.edu>Employment>APPLY NOW**
- 2) Email and attach a **letter of intent** and **resume/CV** to **hr@madonna.edu**

MADONNA UNIVERSITY: A Catholic institution founded by the Felician Sisters, and guided by the values of St. Francis. Candidates must be committed to excellence in teaching, scholarship, and service, and support the Mission of the University. We are an equal opportunity employer committed to a culturally diverse workforce. We do not discriminate on the basis of race, religion, color, sex, age, national origin or disability. Candidates must be legally authorized to work in the United States. Verification of employment eligibility will be required at the time of hire. Thank you for your interest in employment opportunities at Madonna University.