



## JOB DESCRIPTION

<b>Job Title:</b>	Counselor
<b>Department/Division:</b>	Student Development
<b>Reports to:</b>	Director of the Counseling Center
<b>Ranking and Classification:</b>	<b>Employee Resources is working on this</b>
<b>Status</b>	<b><u>Exempt 10 Month Full Time</u></b>
<b>Date Written/ Updated:</b>	<b>05/29/2025</b>

### **Job Summary:**

Reporting to the Director of Counseling, the Counselor will provide individual and group mental health counseling for both undergraduate and graduate students, manage crisis intervention, facilitate outreach programming, and provide consultation to our campus community. The Counselor will establish and maintain collaborative relationships with diverse campus constituencies including students, administration, faculty and staff.

The successful candidate will have experience working with a diverse college student population and implementing prevention initiatives.

**This is a full-time, 10 month position for the months of August through May.**

### **Essential Functions:**

Responsibilities include, but are not limited to:

- Maintain clinical caseload of individual students and facilitate groups as needed;
- Coordinate student care including referrals and collaboration with other treatment providers;
- Collaborate with campus partners to provide crisis intervention, counseling and consultation;
- Manage crisis intervention for students and community as appropriate;
- Initiate and participate in mental health outreach and preventative care
- Perform role in a non-judgmental and non-discriminatory manner in accordance with college policies;
- Maintain licensure expectations related to professional development and stay current on trends related to mental health care, substance abuse prevention, and treatment;
- Provide training to staff and faculty regarding current mental health needs of students;
- Utilize electronic medical record system to maintain accurate and current clinical medical records in accordance with legal, professional and college guidelines;
- Respond to acute emergency situations involving mental health, including the occasional or situational evening or weekend obligation
- Collaborate with Health & Counseling Team on relevant wellness programming, and participate in broader Student Development team programs and initiatives
- Perform other duties as they relate to the mission, vision, and values of Franklin College

### **Supervisory Responsibility:**

This position currently does not supervise anyone but may assist in the supervision of any future interns.

**Education and Experience:**

Required qualifications include:

- A Master's degree from a regionally accredited university, in mental health counseling, counseling psychology, counselor education, social work or other closely related discipline.
- Licensed or License eligible (within 1 year) in the state of Indiana as a Mental Health Counselor, Clinical Social Worker or Psychologist.
- Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of students

**Physical Demands:**

This job functions in a professional office environment. Job tasks do not involve occupational exposure to blood, body fluids or tissue – Category III

**Application Process:**

Human Resources will accept applications on a rolling basis until the position is filled. It will begin to narrow the candidate pool immediately. The new director will be invited to begin immediately. Applications should be submitted (MS Word or Adobe PDF) **Click link to apply for position [here](#) or go to [employment opportunities](#).**

Contact Human Resources with additional questions.

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Franklin College is committed to providing an inclusive and welcoming environment and to ensuring that educational and employment decisions are based on individuals' abilities and qualifications. Consistent with these principles and applicable laws, it is therefore the college's policy not to discriminate on the basis of age, color, disability, gender, gender expression, gender identity, genetic information, national origin, marital status, race, religion, sex, sexual orientation or veteran status as consistent with the Policy on Prohibited Discrimination, Harassment and Related Misconduct. No person, on the basis of protected status, shall be excluded from participation in, be denied the benefits of, or be subjected to unlawful discrimination, harassment, or retaliation under any college program or activity, including with respect to employment terms and conditions. Such a policy ensures that only relevant factors are considered and that equitable and consistent standards of conduct and performance are applied.