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# ANNOUNCEMENT

November 25, 2016

THE UNIVERSITY OF GUAM SOLICITS APPLICATIONS TO ESTABLISH A LIST OF ELIGIBLES FOR THE FOLLOWING LIMITED TERM, FULL-TIME POSITION (SUBJECT TO THE AVAILABILITY OF FUNDS):

*Announcement No. 018-17*

Position Title

**BEHAVIORAL COUNSELOR / WELLNESS COORDINATOR**

Salary Range:

UGPP/O 01 \$49,897.00 – UGPP/O 7 \$62,371.00 Per Annum

Opening Date:

November 25, 2016

Closing Date:

Continuous Until Filled

Location:

Academic and Student Affairs/Enrollment Management and Student Success

**MINIMUM QUALIFICATIONS:**

- Master's Degree or higher in counseling, social work, clinical psychology, or related field from an accredited educational institution.
- Minimum of five (5) years of experience in a psychotherapy clinical, or professional counseling environment with a wide variety of clients.
- Must hold a Guam license as a Licensed a Professional Counselor. Individuals holding an equivalent current, valid license issued by a state of the United States or its territories may be hired conditionally, pending transition to Guam Licensed Professional Counselor license.

**PREFERRED QUALIFICATIONS:**

- Counseling experience in a multi-cultural setting.
- Experience as a behavioral/wellness counselor in a higher education environment.
- Experience with community engagement and teaching.
- Experience in working with persons with disabilities.

**MINIMUM KNOWLEDGE, ABILITIES, AND/OR SKILLS:**

Must have the ability to speak in public, have exceptional writing skills, and extraordinary problem solving skills. Must have the ability to work as a part of, and with, teams.

**DUTIES AND RESPONSIBILITIES:**

The Behavioral Counselor / Wellness Coordinator reports to the Behavioral Counselor Supervisor, who report to the Dean, Enrollment Management and Student Success (EMSS). This position facilitates the university student's personal, professional, social, behavioral, and academic growth and development by assisting students through individual behavioral and psycho-social issues. This includes assisting students in making positive life choices through problem-solving, decision-making, interpersonal skills, self-management, and self-expression. The Behavioral Counselor / Wellness Coordinator will provide support for individuals, groups, and couples; present wellness programs; provide crisis intervention services, including referral to outside medical sources, if necessary; assist in planning and implementation of suicide and violence prevention programs; work closely with community members, faculty, staff, and administrators to promote student wellness, and provide back-up services for disabled students. The Behavioral Counselor / Wellness Coordinator is a member of the University of Guam Student Counseling Services. As a member of EMSS, the Behavioral Counselor / Wellness Coordinator is poised to contribute to achieving our mission of providing student with unparalleled customer service and creating an environment where processes are efficient and allow students to focus on their personal wellbeing and academic success. Our goal is to guide each student through the complex issues of transition to college, management of personal and academic challenges throughout their educational experience, and focus on issue resolution so as to support their graduation. The Behavioral Counselor / Wellness Coordinator will work collaboratively with other members of the Student Counseling Services. This position will participate in student retention and success initiatives and will assist with student orientation and ongoing student support activities. May perform other duties, as assigned.

## BEHAVIORAL COUNSELOR / WELLNESS COORDINATOR #018-17

### **EDUCATION:**

Applicants claiming degree or credit hours are required to provide an original or certified copy of the documents (e.g., transcripts, high school diploma, or GED certification) accompany the application.

### **WORK ELIGIBILITY:**

Submission of completed job applications authorizes the University of Guam to seek and obtain information regarding the applicant's suitability for employment. All factors which are job related may be investigated (i.e., previous employment, educational credentials, and criminal records). All information obtained may be used to determine the applicant's eligibility for employment in accordance with equal employment opportunity guidelines. In addition, the applicant releases previous employers and job related sources from legal liability for the information provided.

Section 25103, Chapter 25, Title 10 of the Guam Code Annotated requires college or university employees to undergo a physical examination, to include a test for tuberculosis (skin or x-ray), prior to employment and at least annually thereafter. A report of such examination must be conducted by a licensed physician within a state or territory of the United States and must be submitted upon request.

Federal law requires presentation of eligibility to work in the United States within seventy-two (72) hours of reporting for employment. Specifically, 8 USC 1324A requires the employer to verify the identity and eligibility to work in the United States of all newly hired employees. The University of Guam is required to comply with this law on a non-discriminatory basis. If you are hired to fill a position within the University of Guam, you will be required to present valid documents to comply with the law.

### **POLICE AND COURT CLEARANCE:**

Pursuant to Public Law No. 28-24 and Executive Order 2005-34, applicants selected for a position are required to provide original police and court (Superior Court of Guam) clearances of no more than three (3) months old prior to commencement of employment. Off-island applicants must obtain clearances from their place of residence. Applicants are responsible for fees associated with obtaining the clearances.

### **HOW TO APPLY:**


All applicants must submit an online job application through the UOG's online employment portal system at <http://uog.peopleadmin.com> and upload supporting documents with their application. For further inquiries you may contact the University of Guam Human Resources Office at (671) 735-2350 or email at [uoghro@triton.uog.edu](mailto:uoghro@triton.uog.edu).

### **UNIVERSITY INFORMATION:**

Information on the University's campus security and fire safety may be accessed at <http://www.uog.edu/hro> (under Links).

### **THE UNIVERSITY OF GUAM IS AN EQUAL OPPORTUNITY EMPLOYER AND PROVIDER:**

The University of Guam complies with Public Law 24-109 in reference to the provisions and requirements of the Americans with Disabilities Act. Assistance in EEO/ADA matters and inquiries concerning the application of Title IX and its implementing regulations may be referred to the University's Institutional Compliance Officer, located at the EEO/ADA and Title IX Office, Dorm II, Iya Hami Hall, Room 106, Telephone No. (671)735-2244; TTY (671) 735-2243; or to the Office of Civil Rights (OCR).

  
**LARRY G. GAMBOA, SPHR, SHRM-SCP**  
Chief Human Resources Officer