

NOTICE OF VACANCY

Position Title: Counselor/Therapist

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**SALARY:** \$55,000 annually

**REPORTS TO:** Dean of Students

**BENEFITS:** Institutional fringe package includes pension plans, life, health, dental and vision insurance

**POSITION DETAILS:** Full-time; FLSA Exempt

**HOURS:** Monday-Friday; 8:00AM to 5:00PM; However, this position may require flexible hours according to demand, with after-hours and on-call time as needed.

**START DATE:** As soon as possible

**SUPERVISORY DUTIES:** Mental health staff and student workers

**ABOUT USAO:** The University of Science and Arts of Oklahoma (USAO) is a public liberal arts college located in Chickasha, Oklahoma, about 40 minutes from Oklahoma City, and is a member of the Council of Public Liberal Arts Colleges (COPLAC). It is charged by the Oklahoma State Regents for Higher Education “to provide an outstanding general education program for the State of Oklahoma with strong offerings in the liberal arts and sciences. The experience will feature interdisciplinary team-teaching and will extend throughout the undergraduate experience.” To support this charge USAO is directed “to assemble a faculty whose interests, knowledge, and experiences transcend their specialized fields of graduate study and who are dedicated to liberal arts education.” For more information about USAO, see [www.usao.edu](http://www.usao.edu).

**POSITION SUMMARY:** The Counselor/Therapist is responsible for supervising the counseling staff, providing student clinical evaluations and short-term, individual, and group counseling, crisis intervention, and consultation and education for the campus community regarding mental health issues and student development.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Implements best practices in the field guided by a holistic model.
- Provides counseling services to students on personal or psychological issues by maintaining a reasonable client caseload and keeping within best practices.
- Cultivates campus support networks for students, including developing and leading student group counseling sessions.

- Provides consultation to students, faculty, staff, and college leaders on mental health and developmental/transitional needs of students.
- Serves as a member of the Crisis, Assessment, Referral, and Evaluation (CARE) Team and, when needed, participates in threat assessment activities with other CARE team members.
- Develops a campus Crisis Intervention Team (CIT) and appropriate policies and procedures for the CIT.
- Provides coverage for after-hours on campus crisis response services as assigned, conducts risk assessments, and delivers crisis management services during regular business hours as needed.
- Initiates and/or monitors campus crisis interventions with CIT and follow-ups resulting from these interventions.
- Ensures proper management and confidentiality of the department's records.
- Prepares all required periodic reports and maintains critical data collection in relation to mental health on campus.
- Conducts administrative operations for the department, including participation in new student orientations, committee work, wellness activities, and outreach/educational projects as needed.
- Contributes to the cooperative nature of the interactions between Counseling, Student Affairs, Academic Advising, Campus Safety, Title IX office, and other campus-wide departments as needed.
- Establishes and maintains relationships with colleges and regional community – i.e., other colleges, psychiatrists, hospitals, mental health agencies, non-profits, and health organizations in the area.
- Represents USAO in the local community and cultivates referral resources for students' needs.
- Assists the Vice President of Academic Affairs, Vice President of Student Life and Enrollment Management, Dean of Students, and Director of Human Resources with policy planning on drugs/alcohol, mental health, and Title IX issues.
- Along with Human Resources, recruits, hires, and trains new mental health clinical and support staff.
- Additional duties as assigned.

#### **SKILLS & ABILITIES:**

- Knowledge and practice of Federal and State mental health laws and professional codes of conduct.
- Strong analytical, problem-solving, and conceptual skills.
- Experience in counseling with different minority groups, including neurodivergent (autism spectrum disorder, ADD/ADHD, etc.), LGBTQIA+, veteran, and other diverse populations.
- The ability to coach, mentor, and develop staff to advance a workplace culture of safety, inclusion, and engagement with all campus constituents.

- Demonstrated ability to show a high level of service responsiveness to students and effective partnerships with colleagues throughout the college.
- Ability to use sound judgment in handling sensitive mental health issues with confidentiality and discretion.
- Must have a proven consistent track record showing the ability to work independently or in a team environment with all levels within an organization.
- Must display a high level of energy and self-motivation.
- Broad business savvy, with a solid grasp of financial and operating goals. Must have a track record of achieving measurable success for meeting objectives, managing costs, and achieving change.
- Excellent written, verbal communication, and presentation skills required. Must have demonstrated ability in organizational, time management, problem solving and interpersonal skills.
- Strong technology background including platforms such as websites, Facebook, and Listservs, computer experience, and MS Office suite products, i.e. Word, Excel and PowerPoint.

**REQUIRED QUALIFICATIONS, EDUCATION & EXPERIENCE:**

- Master's Degree Counseling.
- Currently licensed with the State of Oklahoma as an LPC, LADC/MH, LMFT, LBP.
- Approval by State of Oklahoma to supervise clinical hours for pre-licensure LPC candidates.
- Minimum of three (3) years of experience (post-licensure) providing mental health counseling, with preference given to those who have supervisory experience.

**PREFERRED QUALIFICATIONS, EDUCATION & EXPERIENCE:**

- Two (2) or more years of experience working with college-age students in any capacity.
- One (1) or more years providing supervision and administrative oversight in a college or university student life or counseling center.

**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.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is regularly required to talk and hear.

- The employee frequently is required to sit or stand for periods of time. Specific vision abilities required by this job include close vision.
- Prolonged periods of sitting at a desk and working on a computer.

**WORK ENVIRONMENT:**

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The noise level in the work environment is usually moderate.

**TO APPLY:**

Complete the USAO application at ( <https://usao.edu/about/personnel.html> ). When completing the USAO application, please attach a letter of interest, detailed resume, 3 professional/academic references, and any necessary transcripts.

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

This institution, in compliance with Titles VI and VII of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and other federal laws and regulations, does not discriminate on the basis of race, color, national origin, sex, age, religion, disability, or status as a veteran in any of its policies, practices, or procedures. This includes, but is not limited to, admissions, employment, financial aid, and educational services.

As required by the US Department of Education, employees are required to report violations under Title IX and, under the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act), select individuals are required to report crimes. If this position is identified as a Campus Security Authority (Clery Act), you will be notified, trained, and provided resources for reporting.