



Position Title: Counselor

Reports to: Director of Counseling Services

Appointment: 9 months (August 15 – May 15), Full time exempt, Salary

This is a professional position responsible for providing counseling services to students with personal and academic concerns. These services include the planning and developing of workshops and presentations on various topics. Evening and weekend work should be expected.

Services Overview

Counseling Services offers a variety of services to help currently enrolled students address challenges and difficulties they may face. Our services are designed to help students understand themselves better, create and maintain healthy relationships, improve their academic performance, and make satisfying life and career choices. We are dedicated to helping our students by providing counseling from a wide variety of services. Those include individual, couples, family, and group counseling; consultation and outreach; training and supervision; teaching and research. If more intensive or specialized care is needed, we make referrals.

Essential Functions

1. Provide individual and group counseling and conduct intake assessments for all clients.
2. Provide crisis intervention and after-hours, on-call emergency coverage.
3. Design, prepare, and lead outreach a broad range of outreach workshops and programs based on the evolving needs of clients.
4. Establish and maintain effective working relationships with students, faculty, staff, and the campus community as a whole serving as a resource on student biological, psychological and social issues.
5. Maintain strict confidential client files and timely records in accordance with ethical, legal, and professional standards.
6. Utilize appropriate assessment measurement instruments in sessions.
7. Complete all necessary reports by their due dates.
8. Collaborate in creating printed materials to promote counseling services.
9. Assist with the update of counseling information on The Wellness Center's website.
10. Utilize appropriate self-evaluation measurements in self-reflection and process regarding job personal performance.
11. Maintain and uphold the spiritual standards of the college as presented in the TFC catalog and TFC employee handbook (Please refer to the tfc.edu website).

Office of Human Resources



Desirable Knowledge Skills and Abilities

1. The successful candidate will demonstrate professional work ethic, strong professional skills, a healthy record of teamwork, and the ability to multi-task a variety of responsibilities while maintaining excellence, perspective, and a sense of humor.
2. Must have excellent verbal and written communication skills, organizational skills, and the ability to meet all deadlines in a timely manner.
3. Proficiency in public speaking with the ability to develop and implement outreach, preventive, and educational programs.
4. Ability to comprehend and maintain appropriate ethical, clinical, and best practice standards and professional guidelines.
5. Establish and maintain professional relationships with administration, faculty, staff, students, and the campus community as a whole.
6. Must be a self-starter who works well in a fast-paced, dynamic, team-oriented, and culturally diverse environment.
7. Strong skills necessary in the application and interpretation of assessment instruments.
8. Demonstrate knowledge, sensitivity, and ability to work with students from diverse ethnic, cultural, and socio-economic backgrounds coupled with a commitment to actively engage in practice with diverse populations.
9. Provide individual, couple, family, and group counseling, crisis intervention, consultation, and outreach interventions that address developmental and mental health concerns in clients.
10. Proficiency in MS Office programs (Word, Power Point, Excel, Outlook, and Internet) and electronic databases.

Qualifications

A Master's degree is required in professional counseling, social work, marriage and family therapy, clinical counseling, or psychology from an accredited college or university. Licensure as a Professional Counselor, Social Worker, Marriage or Family Therapist or Psychologist in the State of Georgia preferred. Must be licensed as a LAPC, LMSW, LAMFT, etc. and become fully clinically licensed within three years of hire. Two years of professional counseling experience, preferably in a college/university setting and/or counseling center is preferred.

Application Process

A cover letter and resume, along with a completed TFC application should be sent to: Mary Kaye Ritchey, Director of Human Resources, at mritchey@tfc.edu. Review of applications will begin immediately, and the position will remain open until filled. The TFC application can be found at <http://www.tfc.edu/employment/>. **All application materials must be submitted for a candidate to be considered.**

Office of Human Resources

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