



MADEIRA

Title: Part-Time Counselor (15 Hours/Week)

Department: Counseling Services/Dean of Students

Reports to: Director of Counseling

Position Purpose

The Counselor, a visible and collaborative member of the community, and working under the supervision of the Director of Counseling, and in accordance with established policies and procedures, has responsibilities that include but are not limited to the following.

Key Responsibilities

- Evaluate and assess students for mental health concerns and the need for support
- Provide short-term individual counseling
- Provide case management for students as appropriate
- Provide both process-oriented and topic-driven group counseling
- Crisis intervention, including suicide assessment
- Communicate with families when appropriate
- Make referrals for outside therapy, psychiatric evaluation, or other mental health-related assessment and treatment
- Maintain communication with outside professionals with appropriate informed consent
- Participate in Counseling Department meetings and maintain regular communication with Director of Counseling
- Maintain appropriate, timely, and accurate documentation of services
- Teach classes in the Student Life department on topics related to wellness
- Work effectively as part of the Health and Wellness Center and Dean of Students teams
- Consult with nurses regarding specific student issues and community programming
- Consult with faculty and staff about individual student and community concerns
- Work with Director of Counseling on developing and updating policies and procedures related to mental health at Madeira
- Assist with planning and facilitating faculty trainings
- Participate in ongoing professional development
- Maintain active licensure in counseling or related field
- Maintain professional liability insurance
- Participate in school-related meetings and committee work
- Participate in activities and events that promote student morale and community life
- Maintain active membership with professional mental health associations
- Attend networking meetings with area independent school counselors and mental health professionals as appropriate
- Member of Health and Retention Committee
- Member of Crisis Management Team
- Other duties as assigned

Qualifications, Experience, and Attributes

- Master's Degree in counseling or related field
- Licensed in Virginia in counseling or related field
- Minimum of 5 years of experience in mental health counseling; experience working with adolescent girls and families
- Experience in teaching health, wellness, and life skills topics to high school students
- Strong knowledge of child and adolescent development, mental health disorders, and learning disabilities
- Understanding of a wide variety of counseling techniques and strategies and ability to tailor treatment modalities to individual student needs
- Experience with facilitating trainings for faculty and parents
- Superior interpersonal, communication, analytical, and organizational skills; ability to communicate effectively with students, faculty and parents
- Ability to be understanding, caring, and sympathetic to the needs of adolescent girls and their families
- Willingness and ability to work flexible work schedule, including evenings and weekends
- Appreciation of and commitment to boarding and/or single sex education, diversity, and serving the needs of a multicultural population
- Understands the unique needs of a school setting in maintaining confidentiality while also maintaining school safety
- Ability to work with students, parents, administrators, faculty, and outside professionals

Disclaimer: The above describes the general nature and level of work being performed by individuals hired into this job. This is not intended to be an exhaustive list of all responsibilities and duties required.

The Madeira School reserves the right to change any or all content of this job description based on business needs. The incumbent, if applicable, will be consulted and notified of any changes before they become effective