

# Job Posting



Position	Department	Reports to	FTE	FLSA Class
Part Time Counselor	Student Affairs/ Health & Counseling Center	Director, Health & Counseling Center	.15 Part Time	Non-Exempt

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Grace College and Seminary welcomes diversity, and makes employment opportunities available to all applicants and employees without regard to race, color, pregnancy, age, ancestry, national origin, disability, citizenship status, military status, genetic information, or any other legally protected category.

## Scope of Responsibilities:

Provides individual and group counseling to student clients.

## General Responsibilities:

Maintains load of direct client hours per expectations laid out by Director for given amount of hours worked. Maintains appropriate client files. Maintains consistent communication with Director and Clinical Coordinator re: availability, client needs, questions, etc. Director may exchange hours of direct client care with special projects and/or supervision. Opportunity to be part of biweekly group supervisor, campus outreach and or/ Student Affairs programming (to be offered and approved by Director).

## Qualifications:

### Minimum:

Education: Master's in Counseling (or associated degree such as Masters in Social Work).  
Computer skills: Word and Excel.  
Interpersonal skills. Christian faith.

### Preferred:

Licensed: LMHC (or equivalent such as LCSW).  
Work related experience: supervision experience and/or training; Google docs.

## Status: Part Time; Non-Exempt

A completed employment application, resume, 2 employment references and a spiritual life reference must be submitted in order to be considered for employment. Applications are available in the Human Resource Office or can be downloaded at <http://www.grace.edu>, Employment. Applications are submitted by email to [employment@grace.edu](mailto:employment@grace.edu).