



Job Posting

Position	Department	Reports to	FTE	FLSA Class
Clinical Coordinator	Graduate Counseling	Department Chair of Graduate Counseling	.48	Exempt

Grace College and Seminary makes employment opportunities available to all applicants and employees without regard to race, color, sex (except where sex is a bona fide occupational qualification), pregnancy, age, ancestry, national origin, disability, citizenship status, military status, genetic information, or any other legally protected category. Grace College and Seminary is a Christian religious-affiliated organization and, as such, is permitted religious exemptions set forth in Title VII of the Civil Rights Act of 1964.

Scope of Responsibilities: Responsibilities include administering all aspects of the practicum and internship experiences, including the screening, selection, approval, monitoring, and evaluations of clinical sites and supervisors; assuring compliance with state and CACREP standards related to supervision and documentation; providing consultation, assistance, and problem-solving with students and site supervisors; and assuring accuracy in all program documentation.

Qualifications:

Minimum:

1. Master's degree in Counseling
2. Commitment to the mission and values of an evangelical Christian institution
3. Strong Professional Counselor identity
4. A minimum of three years of counseling experience
5. Proficiency in video sharing and other technology necessary to facilitate the clinical placements for all students
6. Excellent written and verbal skills and ability to facilitate agreements with prospective sites and site supervisors
7. Strong attention to detail and organizational and planning skills
8. Strong interpersonal skills that engage students in educational, personal, and spiritual growth

Preferred:

1. A license as a Clinical Mental Health Counselor

Status: Part-Time, 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.

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