



Wellness Center

Job Title

Counselor

Department

Wellness Center

Reports To

Director of Wellness

Revised

Sept 2025

Status

Up to 20hrs/week

Job Objective:

The primary focus of this position is supporting student wellness through the provision of a spectrum of counseling and outreach services to RWU enrolled and eligible students. The counselor is responsible for the care and management of a diverse client caseload, ranging from late adolescence/early adulthood to later adulthood, as RWU expands its educational programs and offerings.

Key Responsibilities:

- Delivers brief, individual, couples, and/or group counseling in-person and via telehealth
- Provides crisis intervention and management of mental health situations on campus, which may include nights and weekends (on-call).
- Conducts crisis assessments for individuals seeking immediate support, both during walk-in appointments and on-call/after hours, to evaluate mental health needs and determine appropriate interventions.
- Maintains accurate client records and timely documentation of clinical services and outreach.
- Assists with developing and facilitating outreach events and workshops on campus for students, faculty, and staff.
- Creates marketing materials and social media content to promote the student Wellness Center and the Wellness Center's outreach initiatives.
- Works collaboratively with students and other campus departments to support student wellness, enhance academic excellence, foster spiritual growth, and service to others.
- Participates in staff meetings, supervision, consultation, and educational opportunities as scheduled.
- Opportunity to provide supervision to graduate student counselors.
- Other duties as assigned.

Qualifications

- Strong clinical assessment and therapy skills
- Knowledge of evidence-based therapeutic interventions
- Ability to work collaboratively in a multidisciplinary team and independently
- Demonstrates a strong sense of initiative and can work independently as a self-starter, taking proactive steps to address department needs without constant supervision, particularly in the area of outreach planning and implementation.
- Excellent communication and interpersonal skills
- Licensure as a Therapist in the state of New York
- Master's degree in Counseling, Social Work, Psychology, or related field



Experience

Three to five years of experience in clinical, mental health counseling, preferably in a mental health agency or counseling center setting. Experience within the higher education setting is preferred but not required. Experience with the late adolescent/early adult population, brief counseling model, risk assessment, and crisis intervention skills also preferred. Must possess broad, “generalist” clinical skills including experience assessing and intervening with a broad range of disorders, concerns, and degrees of pathology, with experience in at least some of the following: trauma-informed care; assessment; student athletes; addiction; body image/eating disorders; self-injury; depression; social anxiety; brief therapy; crisis management and consultation; providing counseling, prevention and outreach services to diverse populations; spiritual issues.

The approved rate of pay for this position is \$30.00/hr

Consequence of Error

Ethical boundaries and professional conduct are critical. Misdiagnosis or mistreatment of mental health concerns could be harmful to students, and would be serious to the student and institution.

Confidential Data

Access to student mental health, physical health, and education records.

Level of Supervision

Works independently and as part of a team as needed on cases assigned by the Director of Wellness. Opportunities to supervise graduate interns may be available.

Directs Work of Others &/or # of Employees Supervised

None

Mental/Visual Demand and Physical Effort

Negligible physical effort required. Requires periods of sitting, typing/data-entry, and looking at a computer screen. Must be accurate and make quick decisions effectively.

Environment

Office and classroom environment. The Wellness Center hours are Monday through Friday, 8 am to 4 pm; however this role requires some early evening and occasional weekend hours.