



POSITION ANNOUNCEMENT

University Counselor

Howard Payne University does not discriminate based on race, color, national origin, gender (except where gender is a bona fide occupational qualification), age, veteran status, disability or genetic information. Background investigations will be conducted. The University is a "Drug Free Workplace." Applicants and employees may be required to take a drug and alcohol test at any time.

POSITION AVAILABLE: University Counselor

CLASSIFICATION: Full-Time, Exempt Staff with full benefits including dependent tuition waivers

POSTING DATE: May 8, 2019

EMPLOYMENT BEGINS: Immediately

Expectation and Condition of Employment - Howard Payne University, a church-related institution affiliated with the Baptist General Convention of Texas seeks to employ evangelical Christians who are dedicated to teaching and service as they model the principles of the Christian faith and the University's sincere religious beliefs.

Howard Payne University (hereafter, University) is committed to the integration of learning and Christian faith in the pursuit of truth. Employees are expected to embrace the Christian mission and purpose of Howard Payne University and must support the University's affirmation of traditional Christian and Baptist beliefs by leading lives of service through active involvement in Christian activities both on campus and through a local church.

Mission Statement - Howard Payne University is a Christ-centered academic community dedicated to excellence by developing and equipping the whole person for intellectual inquiry, personal and professional integrity, and service to God and humanity.

Core Values of Howard Payne University - Seeking to engage the life of the mind and the life of the Spirit, Howard Payne University affirms that:

- God is the loving creator of all things and the author of all truth;
- Because God is the author of all truth, open inquiry is an act of intellect and of faith and is to be wholly embraced;
- Because open inquiry is an act of intellect and of faith, such efforts must proceed from rigorous academic standards and genuine commitment to Jesus Christ as Savior and Lord;
- For open inquiry to contain rigorous academic standards and genuine Christian commitment, there must be at all times a supportive learning environment that affirms human dignity for all as created in the image of God; and
- Committing oneself to the teachings of Jesus will result in Christ-centered, God-honoring and humanity-serving life choices characterized by honesty, integrity, healthy lifestyles and personal responsibility.

Job Summary - The Counselor is responsible for leading the counseling services office in a positive Christian manner. The Counselor provides professional counseling services to currently enrolled Howard Payne University students experiencing a variety of difficulties including but not limited to personal awareness, stress, anxiety, relationships, spirituality, grief, anger, substance abuse, physical and/or sexual abuse, depression, trauma, and crisis. The Counselor makes appropriate referrals for services and performs outreach functions. The Counselor must be able to perform the Essential Duties and Responsibilities and meet the physical requirements listed in the Job Description.

Minimum Qualifications – A Master's degree in Counseling or Clinical Psychology or a related field of study is required. Completion of degree and all post-degree supervision for licensure is required. Two years of directly related post-degree counseling experience is preferred.

Must be currently licensed in Texas as an LPC or currently licensed as an LPC in the state in which currently employed and licensed in Texas as an LPC within 12 months of the start of employment.

Application Procedure - To be considered for this position, applicants must submit each of the following documents:

1. a letter of application addressing in detail how they meet the position requirements,
2. unofficial transcripts,
3. the names and contact information for three professional references, and
4. an Employment Application (available at: www.hputx.edu/jobs) to:

Human Resources
Howard Payne University
1000 Fisk Avenue, Suite 210
Brownwood, TX 76801
Phone: (325) 649-8031
E-mail: hr@hputx.edu

Application Deadline – Applications will be accepted until the position is filled.



JOB DESCRIPTION

Job Title: University Counselor
Department: Student Life
Supervisor: Vice President for Student Life and Dean of Students
Classification: Full-Time, Exempt Staff
Prepared By: Dr. Magen Bunyard, Vice President for Student Life and Dean of Students
Prepared Date: April 30, 2019
Approved By: Bill Fishback, Associate Vice President for Business and Human Resources
Approved Date: May 8, 2019

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As a condition of employment, employees are paid by Direct Deposit. Your signature on this job description indicates your understanding and affirmation of the statements above.

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Essential Duties and Responsibilities:

1. Lead the counseling services office based on proven Christian integrity and ethics consistent with the University Mission Statement and Core Values.
2. Provides individual, group, and crisis counseling for students within the scope and parameters of
 - a. Licensure
 - b. applicable laws and regulations, and
 - c. University policies and procedures.
3. Provides outreach workshops, group discussions, presentations, etc.
4. Knowledge of and adherence to existing professional ethical standards and confidentiality requirements.
5. Maintains current files on clients.
6. Consults with faculty and staff concerning student needs.
7. Collects demographic data to maintain statistics on counseling services usage.
8. Acts as a campus resource regarding mental health.
9. Acts as a liaison between client and community resources as needed.
10. Participates in Student Life activities including staff training, workshops, meetings, etc.

Supervisory Responsibilities: This employee may supervise graduate students and/or additional counseling staff members.

Required Competencies: To perform the job successfully, an individual should demonstrate the following competencies:

1. Analytical - Synthesizes complex or diverse information; Collects and researches data; Uses intuition and experience to complement data.
2. Technical Skills - Assess own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.
3. Customer Service - Manages difficult or emotional situations effectively; Solicits feedback to improve service; Responds promptly and effectively to requests for service and assistance; Meets commitments.
4. Oral Communication - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.
5. Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.
6. Ethics - Treats people with respect; Keeps commitments; inspires the trust of others; Works with integrity and ethically; Upholds the University's Mission Statement and Core Values; Conforms to professional code of ethics for the counseling/psychology fields.

7. Judgment - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.
8. Interpersonal Skills - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.
9. Safety and Security - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.
10. University Support - Follows University policies and procedures; Completes administrative tasks correctly and on time; supports the University's Mission Statement and Core Values; Benefits the University through outside activities; Supports affirmative action and respects diversity.
11. Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans.
12. Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

Qualifications - To perform this job successfully, an individual must be able to perform each Essential Duty and Responsibility listed above satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the Essential Duties and Responsibilities.

1. Education and/or Experience – A Master's degree in Counseling or Clinical Psychology or a related field of study is required. Completion of degree and all post-degree supervision for licensure is required. Two years of directly related post-degree counseling experience is preferred.
2. Licenses - Must be currently licensed in Texas as an LPC or currently licensed as an LPC in the state in which currently employed and licensed in Texas as an LPC within 12 months of the start of employment.

Must maintain a valid Texas driver's license to drive any vehicle, including personal vehicles, for University business.

3. Other Skills - The University Counselor must possess the following skills and/or abilities:
 - a. Knowledge of professional counseling practices and methods.
 - b. Knowledge of and adherence to existing professional ethical standards.
 - c. Ability to form and maintain effective counseling relationships with clients, to monitor client movement in the therapy process, and terminate the relationship in appropriate ways.
 - d. Ability to plan, implement, evaluate, and report activities.
 - e. Ability to communicate effectively orally, both in person and by telephone.
 - f. Ability to effectively communicate in writing and prepare written documents.
 - g. Ability to plan, implement, and evaluate outreach programs and workshops.
4. Language Skills - Ability to read, analyze, and interpret general business or education periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of administrators, students, faculty, and the public.

5. Math Skills - Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
6. Reasoning Ability - Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
7. Computer Skills - To perform this job successfully, an individual should have knowledge of Internet software; Microsoft Office and Outlook.
8. Physical Requirements - The requirements described here are representative of those an employee encounters while performing the Essential Duties and Responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the Essential Duties and Responsibilities.

While performing the duties of this job, the employee must be able to stand; walk; sit; use hand to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; talk or hear. The employee must have the ability to occasionally lift and/or move up to 25 pounds. Specific vision abilities include ability to distinguish the nature of objects by using the eye. May be required to sit for long periods.

9. Normal Work Environment - While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts; the risk of electrical shock; toxic or caustic chemicals; fumes or airborne particles and caustic cleaning or landscaping chemicals used to maintain campus property. The noise level in the work environment is usually quiet.

By my signature below, I confirm I have read, understand, and can meet all of the expectations and physical requirements in this Job Description.

Signature

Date