



## **Position Announcement Aug 2025**

<b>Position:</b>	Licensed Professional Counselor
<b>Position Status:</b>	Full time
<b>Application Deadline:</b>	Open Until Filled
<b>Primary Work Location:</b>	Macon campus
<b>Work Hours:</b>	40 hours per week / 12-months per calendar year

*A review of completed application packets may begin upon receipt. Interviews of qualified candidates may be held following review; the position may close at any time following August 8, 2024 based on a candidate selection*

### **Position Description:**

The Licensed Professional Counselor is responsible for promoting campus mental health awareness and wellness on campus through direct counseling, consultation, intervention and training. The Licensed Professional Counselor will lead through campus student wellness efforts as well as participate in campus initiatives related to student development and success, as needed. Maintains qualifications for employment as described by the Technical College System of Georgia (TCSG) Policy Manual and accreditation standards. Follows the rules and regulations defined by the TCSG Policy Manual and other policies and procedures established by the institution. The position will require travel within the college's service area and other travel as needed.

### **Position responsibilities may include, but are not limited to, the following:**

- Counsels and provides individual and group educational and guidance counseling services;
- Responsible for the overall planning, treatment plan development, case management, care coordination and evaluation of counseling activities as it relates to personal, career and academic endeavors for postsecondary students in individual and group settings via face to face and approved distance counseling methodology;
- Assists individuals in understanding and overcoming social, emotional, and development issues;
- Coordinates with campus police, faculty, administrators, and staff to provide crisis intervention, counseling and referral;
- Develops and presents relevant wellness, mental health issues, and/or student success seminars on campus;
- Creates and distributes mental health information to campus community;
- Establishes and maintains effective referral relationships with counselors, rehabilitation facilities, in-and-out patient mental health facilities, and crisis centers and refers students to relevant community resources as needed;
- Communicates, collaborates and provides consultation with faculty to increase student success;
- Collects, organizes, and analyzes information about individuals through records, tests,

interviews, and professional sources to appraise their interests, aptitudes, abilities, and personality characteristics, for career and educational planning;

- Complies and studies occupational, educational, and economic information to aid counselees in making and carrying out career and educational objectives;
- Completes training and professional development sessions;
- Monitors the activities of subordinate personnel, if applicable, to ensure compliance with TCSG policy manual and department procedures;
- Develops and/or assists with the development of policies and procedures and recommends changes to effectively meet the goals and requirements of the program;
- Maintains knowledge of assigned program area and gives updates to management on services, operations, and projects;
- Evaluates subordinate employees, if applicable, at scheduled intervals upon reviewing all relevant information;
- Conducts regular evaluation of services provided and makes adjustments as needed;
- Maintain up-to date with policies, procedures, and state or federal laws that may impact department initiatives;
- Serves as a leader in coordinating project activities;
- Acts as a liaison with all divisions to ensure day-to-day operations are handled appropriately;
- Plans and organizes the department's work to meet the objectives of the assigned department or college;
- Coordinates daily workflow and handles complex department administrative issues;
- Develops and maintains a working relationship with internal and external contacts to promote the college and TCSG;
- Serves as a representative of TCSG or technical college in various internal and external meetings;
- Maintains confidentiality of student records and official business, unless they are required to disclose;
- Provides crisis intervention and support to students, faculty and staff;
- Serves as a consultant for campus TEAMS, BIT and/or CAIT team;
- Provides trainings to appropriate campus organizations, faculty and staff regarding relevant mental health issues of the college students;
- Completes all assigned trainings in a timely manner;
- Other responsibilities as assigned.

#### **Position Competencies:**

- Knowledge of privacy practices including HIPAA and FERPA
- Knowledge and adherence to professional ethics set by the American Counseling Association, National Board of Certified Counselors and other credentialing boards
- Supervisory skills for those incumbents supervising subordinate employees
- Skills and know in budgeting and fiscal management
- Skill in interpersonal relations and in dealing with the public
- Excellent oral and written communication skills
- Skill in the operation of computers and other job-related software programs
- Demonstrated ability to effectively interact with students
- Ability to analyze complex financial, statistical and narrative data regarding the assigned program
- Ability to administer and analyze a variety of mental health assessments
- Oral and written communication skills
- Skill in interpersonal relations and in dealing with the public
- Decision-making and problem-solving skills
- Ability to work with diverse student populations

- Ability to provide leadership and direction to administrators and staff in developing, implementing and evaluating programs

**Location / Work Schedule:**

This position is projected to work during the College's business hours of 7:45 a.m. to 4:45 p.m., Monday through Thursday, and 7:45 a.m. to 3:30 p.m. Fridays. Position will be located on the Macon campus. Will require travel to other assigned college locations and additional work hours, to include weekend, and/or evening hours, as needed. This position is scheduled to work all 12 calendar months per year and at 40 hours per week.

**Minimum Qualifications:** *Must upload transcripts/licensure which show conferred educational degrees and document qualifications in the employment history:*

- Earned Master's degree in counseling, social work, or a related field from an academic institution that is accredited by an institutional accrediting agency recognized by the United States Department of Education, and
- Documented one (1) year of counseling experience or related experience in higher education or community mental health
- Documented current Georgia license as one of the following: Professional Counselor, Marriage and Family Therapist, Clinical Social Worker, or Master Social Worker

**Preferred Qualifications, in addition to minimum qualifications:** *Preference may be given to applicants who, in addition to meeting the minimum qualifications, provide transcripts of conferred degrees and demonstrate in the employment history possession of one or more of the following:*

- Documented five (5) years of direct work experience

**Salary/Benefits:**

**The selected candidate can expect to receive a contingent offer with an annual gross salary range in the \$70's; actual annual gross will be based on the candidates meeting the published minimum and preferred qualifications.** This is a 12-month position. CGTC is a member of Teachers Retirement System of Georgia (TRS) and Employees Retirement System of Georgia (ERS). This position is eligible for retirement benefits, state insurance, leave accrual and holiday pay.

**Application Procedure:**

Applicants are required to complete the employment application in full and provide supporting documentation by the stated closing deadline for the position. CGTC does not accept mailed, faxed, or hand-delivered applications.

Applicants who complete the application procedure will be evaluated for meeting the position requirements based on the published job responsibilities, meeting the minimum and preferred qualifications based on the educational history, employment skills presented under job duties in the application system against the published job announcement. A completed application packet consists of the following:

1. A completed CGTC electronic application in the CGTC application portal.
2. As applicable, applicants for instructional positions are asked to provide a resume in addition to completing the CGTC application. Applicants for non-instructional positions may provide a resume if they wish. Submission of the resume does not replace the requirement to complete the CGTC electronic application.

3. Postsecondary transcripts that demonstrate the conferral of the degree, if applicable, and demonstrates the applicant meets the educational minimum requirements and, if applicable, the preferred educational requirements (*grade reports and diploma copies are not accepted in lieu of transcripts*)
4. Positions requiring a High School Diploma or GED as a minimum qualification do not have to submit a HSD/GED transcript documentation as part of the application process
5. Non-photo license(s) and/or certification(s) which fulfill the minimum, and if applicable the preferred qualifications stated in the job announcement

Incomplete application packets at the time of the position closing may not be considered. It is the responsibility of the applicant to obtain and upload the application documentation by the stated deadline.

For more information concerning our application process or available positions, please contact the Human Resources Office at 478-757-3449 or 478-218-3700 or via email to [cdominy@centralgatech.edu](mailto:cdominy@centralgatech.edu).

All applicants are subject to the following applicable pre-employment screenings:

Criminal History Records	Motor Vehicle Records
Employment References	Pre-Employment Drug Test
Fingerprint Records	Credit History Records
Psychological Screening	Medical Examination

Equal opportunity and decisions based on merit are fundamental values of the Technical College System of Georgia (TCSG). The TCSG State Board prohibits discrimination on the basis of an individual's age, color, disability, genetic information, national origin, race, religion, sex, or veteran status ("protected status"). No individual shall be excluded from the participation in, denied the benefits of, or otherwise subjected to unlawful discrimination, harassment, or retaliation under, any TCSG program or activity because of the individual's protected status; nor shall any individual be given preferential treatment because of the individual's protected status, except the preferential treatment may be given on the basis of veteran status when appropriate under federal or state law.

Central Georgia Technical College is an equal opportunity employer. All employment processes and decisions, including but not limited to hiring, promotion, and tenure shall be free of ideological tests, affirmations, and oaths, including diversity statements. The basis and determining factor for such decisions should be that the individual possesses the requisite knowledge, skills, and abilities associated with the role, and is believed to have the ability to successfully perform the essential functions, responsibilities, and duties associated with the position for which the person is being considered. At the core of any such decision is ensuring the institution's ability to achieve its mission and strategic priorities in support of student success.

The following person has been designated to handle inquiries regarding the non-discrimination policies:

The Title IX/Section 504/ADA Coordinator for CGTC nondiscrimination policies is Cathy Johnson, Executive Director for Athletics and Compliance, Room A136, 80 Cohen Walker Drive, Warner Robins, Ga, 31088; Phone (478) 218-3309; Fax (478) 471-5197; Email: [cjohnson@centralgatech.edu](mailto:cjohnson@centralgatech.edu).

All application materials are subject to the Georgia Open Records Act O. C. G. A. §50-18-70.