

# MAINE MARITIME ACADEMY

A College of Engineering, Management, Science, and Transportation

## Counselor

### POSITION OVERVIEW

Provides counseling services to Academy students. Counseling includes assessments, referrals, counseling, and education. This position reports to the Director of Counseling Services. This is an 11-month position, with benefits, 1 August through 30 June (generally).

### DUTIES

- Provides general counseling services to students on a short to medium term basis and refers students for long-term counseling as needed.
- Efficient writing skills for progress notes, treatment plans and others forms of documentation as needed for each student.
- Assists with creation and implementation of therapeutic resource programs and therapeutic group sessions (AA, NA, Grief and Loss, Survivor Support, Social Skills, etc.) as needed.
- Provides and supports outreach to and from the local communities, with local service providers, and other colleges and schools in Maine, as well as contact with other Maritime Academies counseling staff.
- Serves as an advocate for students by helping them develop strategies for solving programs related to their collegiate experience.
- Expected to participate in emergency on-call coverage on as needed basis.
- Expected to be available to provide telehealth counseling services to students aboard vessels while at sea during training periods and to students ashore while on field experiences (Internships/Co-ops).
- Assist with design and delivery of wellness programming to students including, but not limited to, stress management, healthy coping strategies, fostering social connections and building healthy relationships This may include curriculum development and classroom teaching in the First Year Experience and Progressional Development courses for all first- year students well as others.
- Maintain appropriate Maine licensure.

*This job description reflects the general duties of the job but is not a detailed description of all duties which may be inherent to the position. The Academy may assign reasonably related additional duties to individual employees consistent with policy and collective bargaining agreements.*

Castine, Maine 04420

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[mainemaritime.edu](http://mainemaritime.edu)

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## MINIMUM QUALIFICATIONS

- Licensed Clinical Professional Counselor (LCPC), Licensed Clinical Social Worker (LCSW), Conditional Licensed Clinical Professional Counselor (XL), or Licensed Master Social Worker, Conditional Clinical (MC) required that all must be licensed through the State of Maine, and attainable within 2 months of being hired.
- Strong verbal and written communication skills required.
- Understanding of confidentiality, HIPAA, and FERPA laws.
- Able to work on call occasionally nights and weekends required.
- Experience with college age population preferred.
- Experience with substance abuse programs preferred.
- Experience with case management software.

## SPECIAL CONDITIONS

- Criminal background check required.
- Tobacco-Free Campus.

## PHYSICAL/ENVIRONMENTAL FACTORS

- Exerting up to 10-20 pounds of force occasionally.
- Able to work on call occasionally night and weekends.
- Use of computer keyboard and monitor.

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## MAINE MARITIME ACADEMY

Maine Maritime Academy Position Factor Evaluation			
	Job Title: Counselor	Job Code: 25701	
	Wage Grade: 23	Total Points: 506	
	Factor	Degree	Points
1	Knowledge and Skill	7	252
2	Effort		
	A. Mental and Visual Effort	6	48
	B. Physical Effort	3	30
3	Responsibility for Cost Control	2	16
4	Responsibility for Others		
	A. Injury to Others	4	32
	B. Supervisory Responsibility	1	8
	C. Sensitive Information and Records	5	40
5	Working Conditions	4	40
6	Responsibility for External and Internal Relations	5	40
	Date of last reclassification: 2026-06		

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