

Sisseton Wahpeton College College Counselor

Position Title: College Counselor

Reports to: Vice President of Student Services and Academics

Supervises: None

Salary: DOQ

Position Type: Full-time

Opening Date: 6/22/2026

Closing Date: Until Filled

SUMMARY:

As a college counselor, you are responsible for and provides direct mental health services to students and staff at Sisseton Wahpeton College (SWC). Offer emotional support, crisis intervention, and strategies for social and behavioral challenges for students and employees as needed to help them succeed. As the college counselor, you will also be responsible for developing a Mental health program that will align with the SWC's policies, procedures and programs. Designing and leading workshops on college readiness, test-taking, and life skills may be asked of you. The program must be culturally appropriate and relevant including Dakota Mental health services.

RESPONSIBILITIES/DUTIES:

- Provide individualized college counseling to students
- Provide individualized college counseling to employees
- Develop, implement, and monitor a mental health program for student and employees
- Ensure that the program meets tribal, state, and federal guidelines as applicable
- Ensure that the program follows SWC policies and procedures and processes, EAP, confidentiality, etc.
- Develop, create, organized and conduct college-related workshops and seminars in-house, education awareness, group talking circles and activities for students and employees.
- Establish and maintain case management practices and complete and maintain documentation according to Tribal, state, and federal guidelines
- May make referrals as needed to other tribal agencies for long-term care as needed based on the resources of the student or employees
- Participate in college committees as assigned
- Complete program evaluation and reports as needed to determine the effectiveness and continuous improvement of services
- Utilize Jenzabar, Bamboo and MOODLE
- Participate in increasing knowledge of Dakota Culture and language
- Other duties as assigned

QUALIFICATIONS:

- Master's degree in mental health or related fields of study, such as clinical mental/behavioral health counseling, psychology, or social work
- Must have current licensure in the state of South Dakota in Clinical Mental Health
- Knowledge of college admissions processes and requirements
- Excellent interpersonal and communication skills
- Must be friendly and have a positive attitude
- Ability to work independently and as part of a team
- Knowledge in using college and career readiness software
- Commitment to the academic and personal growth of students
- Ability to work in a fast-paced environment
- Demonstrate a high level of integrity, responsibility, and ethical conduct
- Commitment to confidentiality and ethical counseling practices
- The individual is responsible for and must provide proof of liability insurance in the amounts designated by the American Counseling Association
- Strong organizational and planning skills
- Complies with all SWC, Tribal, and Federal policies, regulations, and laws that govern the college. Knowledge of regulations as required by the Health Insurance portability and Accountability Act (HIPPA) and Privacy act of 1974