

Job Title: <i>Director of Counseling Services</i>	FLSA Classification: X Exempt <input type="checkbox"/> Nonexempt
Reports to: <i>Vice President for Student Affairs</i>	Location: <i>Johnson Hall, Suite 100</i>
Department: <i>Health & Counseling Center</i>	Division: <i>Student Affairs</i>
Employment Category: X Full-Time <input type="checkbox"/> Part-Time	Paygrade:

PRIMARY PURPOSE OF POSITION

Works collaboratively within the University community to provide leadership, vision, and strategic planning and management of operations for an integrated center that includes health and counseling services. Responsible for the day-to-day operations and services of the counseling program. Provides leadership to mental health and wellbeing initiatives within the Center and Division of Student Affairs in service of the broader University community.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Oversees the development and implementation of a variety of services, programs and activities designed to address student emotional health needs that contribute to overall wellbeing.
- Provides clinical management of counseling services.
- Develops policies and procedures that are appropriate for counseling services.
- Oversees supervision of mental health counselors, doctoral trainees, and support staff.
- Prepares and manages the budget for counseling services.
- Develops a departmental strategic plan and assesses goals and objectives and the overall effectiveness of programs and services.
- Oversees and participates in training, outreach, consultations.
- Oversees a 24/7 crisis intervention system.
- Provides individual clinical supervision to unlicensed counseling staff, trainees as needed.
- Interfaces with the various areas of the Division of Student Affairs, participates as a team member on the divisional leadership team in advancing the work of the Division.
- Participates and provides mental health oversight to the Behavioral Intervention Team (BIT).
- Collaborates with other campus partners as part of the Crisis Intervention Response Team.
- Adheres to professional and ethical guidelines, and ensures that the department complies with university policies, as well as state and federal laws related to mental health services.
- Collaborates with community partners and 3rd party vendors as needed to provide the necessary mental health services to the St. Edward's campus community.
- Other duties as assigned.

QUALIFICATIONS

Required:

- Doctoral degree in clinical or counseling psychology or other closely related discipline from an APA accredited program with three years of post-doctoral clinical experience.
- State licensure within 18 months.
- Successful experience providing counseling to young adults ages 17-26.
- Experience in mental health case management, crisis intervention and community programming.
- Knowledge/training in multicultural issues.
- Ability to work effectively in a brief, psychotherapy approach.
- Ability to work collegiately in a diverse, multicultural community.
- Ability to work congruently within the mission of the university, division, and department.
- A working knowledge of HIPPA and FERPA.
- Sensitivity to confidentiality, diversity, and multicultural issues.
- Must possess the ability to successfully pass a criminal background check.

Preferred:

- Related experience in higher education and student development.
- Upper level administrative leadership position experience.
- Spanish fluency.
- Specialization and/or experience with BIPOC communities strongly preferred.

WORKING CONDITIONS

This is an exempt administrative leadership position and the expected work schedule is Monday through Friday. As an exempt employee your schedule may vary based on the number of hours needed to meet the job responsibilities. The individual holding this position may need to be available early morning, evening, and weekends to meet the needs of the department and manage crisis intervention services.

PHYSICAL REQUIREMENTS

The expectations listed below are representative of the abilities that may be needed to fulfill the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Physical strength/endurance to enable him/her to perform/participate in the following activities:

- Physically able to lift various materials up to 25 pounds on an occasional basis.
- While performing required job tasks, physically able to bend, crouch and reach continuously.
- While performing required job tasks, physically able to climb stairs, ladders or scaffolding as necessary.
- While performing required job tasks, physically able to remain seated, frequently to continuously.
- While performing required job tasks, physically able to remain standing up to 15% of the time.
- Possesses dexterity abilities required to operate a computer and other office equipment to perform related job responsibilities and attention to detail competence.
- Physically able to spend significant time reading both on paper and on a computer.
- Ability to travel by car and plane for University business. Ability to drive.

SUPERVISORY RESPONSIBILITIES

Functional supervision is provided to assigned exempt and non-exempt personnel, including but not limited to staff psychologists, counselors, case managers and office manager.

EXPECTATIONS

The director is expected to have or possess:

- Contributes to a work environment that encourages knowledge of, respect for, and development of skills to supervise, engage, serve and support those of all cultures, identities and backgrounds.

- The ability to develop knowledge of, respect for, and skills to integrate the University mission and Holy Cross values into Center programs and services.
- Ability to handle highly confidential material, understanding that all University information should only be disclosed to others who have a need to know, for legitimate business reasons.
- Ability to exercise and apply sound judgment and decision making skills as well as the ability to maintain integrity and confidentiality of data.
- Ability to quickly learn new technology and is self-motivated to stay current with emerging technologies.
- Ability to edit work for spelling and grammar, present numerical data effectively and is able to read and interpret written information. Demonstrates accuracy and thoroughness and monitors own work to ensure quality.
- Adapt to change in the work environment, manage competing demands and able to deal with frequent change, delays or unexpected events.
- Remains competent and current through self-directed professional reading, developing professional contacts with colleagues, attending professional development courses, and attending training and/or courses as required by the supervisor.
- Demonstrated ability and interest in growth and learning new skills.
- Ability to accept supervision, assignments, change and correction. Proven effectiveness in dealing with a wide range of professionals, staff, and administrators.
- Ability to balance priorities to accomplish assigned tasks within the required time frame and be able to shift quickly between several tasks without loss of continuity.
- Engage in meaningful and intentional professional development appropriate for areas of responsibility and actively engage in personal and campus wellbeing initiatives.
- Carry out all responsibilities and objectives in a professional manner.
- Accept and render constructive criticism in a professional manner.
- Adhere to the policies and procedures established by St. Edward's University.

This document describes the general purpose, duties and essential functions associated with this job and is not an exhaustive list of all duties that may be assigned or skills that may be required.

I have read and understand my job description and acknowledge that management reserves the right to change or reassign job duties or combine jobs at any time.

Employee (Print Name): _____ Date: _____

Employee (Signature): _____ Date: _____

HR OFFICE USE ONLY:	
Approved by:	<i>Signature of the person with the authority to approve the job description</i>
Printed Name of Approver:	<i>Printed name of the person with the authority to approve the job description.</i>
Date approved:	<i>Date upon which the job description was approved</i>
Reviewed:	<i>Date when the job description was last reviewed</i>