

Accepting applications for the following full-time position at Chapman University.

## **Director of Student Psychological Counseling Services Position Description**

### **Summary of the position:**

The Director of Student Psychological Counseling Services is a leader in the development, implementation and evaluation of all programs and services provided by the Student Psychological Counseling Services (SPCS). The Director provides campus-wide leadership on mental health-related issues and values vision, creativity and collaboration with both mental health providers and all campus constituents. The Director advocates for high quality programs and services to a growing culturally diverse population of approximately 9,000 undergraduate and graduate students. In addition to overseeing an experienced multi-disciplinary team of mental health providers in offering highly effective mental health services, some testing and assessment services, and outreach programming, the Director has responsibility for providing clinical, operational, fiscal and administrative oversight in managing day-to-day operations of SPCS.

The Director serves in a key leadership role in Student Affairs as a member of the Student Affairs Management Team led by the Dean of Students. The Director also is a key participant of the university's Student of Concern Intervention Team, focusing on student behavioral concerns which are often identified as mental health concerns impeding students' ability to succeed in their academic endeavors. The Director is a key liaison to other departments on campus regarding policies and practices, and available to connect with campus administrators, faculty and staff, parents and students about mental health issues.

### **Responsibilities:**

#### **Managerial Responsibilities:**

- Heed professional policies and standards in adherence to legal and ethical guidelines, especially related to client confidentiality, danger to self or others, gravely disabled.
- Oversee and manage staff of licensed clinicians in adherence to SPCS policies.
- Monitor secure technological database of records management for department to meet ethical and legal guidelines.
- Oversees hiring of new staff, including office staff and professional counselors.
- Participate in administrative committees, e.g. Student Life Management Team, Student Concerns Intervention team (SCIT), search committees.
- Maintain membership in professional organizations (OCCDHE, AUCCCD, CPA, and CAMFT).
- Supervises office counseling coordinators.
- Establish, review and revise SPCS policies consistent with legal and ethical standards of practice.

#### **Consultation:**

- Consult with Public Safety, Residence Life and Student Affairs regarding crisis intervention.
- Consult with Risk Management and Legal Affairs when necessary.
- Assess and advise faculty on student concerns.

- Suggest management of student concerns in Student of Concern Intervention Team meetings and with Student Affairs staff with adherence to confidentiality.
- Consultation with parents and guardians when legally and ethically appropriate.

#### **Program Planning and Implementation:**

- Prepare written reports, annual reports, conduct correspondence with professional community.
- Ability to conceptualize case management of moderate to severe psychological disturbance.
- Manage regular staff meetings, provide professional development opportunities for staff members on a variety of topics.
- Develop, plan and implement educational workshops and programs for staff, faculty and students.

#### **Budget and Software Utilization:**

- Oversee inventory and ordering of office supplies, testing materials, books and videos for use in case management, treatment and training of staff.
- Evaluate and monitor budget, reconcile expenses and recommend changes when necessary.
- Ability to use standard office equipment including copier, fax, calculator.
- Computer skills in word processing, spreadsheets, database, internet, email and university software for budgets, P-card, protected information.

#### **Direct Clinical Service of Assessment and Counseling:**

- Provide assessment and referral for student psychological problems.
- Proven ability to provide individual, couples, family and group therapy.
- Provide emergency intervention and crisis counseling.
- Formulate treatment plans for a wide variety of psychological disorders.

#### **Required Qualifications:**

- Master's Degree in Counseling, Marriage and Family therapy, or Clinical Social Work is required. A doctorate in a related field is strongly preferred.
- Licensed as a psychologist, LMFT or LCSW in the state of California or currently licensed in another state and license eligible in the state of California.
- Seven years of progressively responsible relevant experience, including at least three years of leadership experience.
- Knowledge of Counseling Center policies and procedures, goals and professional standards in adherence to State of California legal and ethical guidelines.
- Working knowledge of therapeutic treatment modalities for topics of relevance to the university population (i.e. eating disorders, substance abuse, student with disabilities, international students, victims of trauma/abuse).
- Excellent communication skills, both oral and written, and interpersonal skills, with the ability to interact diplomatically with a diverse group of individuals, both inside and outside of the University.
- Demonstrated commitment to working with all constituencies including ethnically, culturally, and socially diverse students, staff, and faculty.
- Strong computer skills in the use of word processing, spreadsheet, presentation, database, Internet and email software, Microsoft Office Suite applications. Technical ability to learn and use enterprise software.
- Demonstrated ability to use tact and diplomacy and maintain high level of confidentiality.
- Skills in preparing and maintaining confidential records.
- Ability to learn and adhere to legal and ethical guidelines.
- Ability to learn and interpret university policies and procedures.

- Analytical skills to gather and analyze data, and generate relevant reports.
- A list of names, telephone numbers, addresses, and email addresses for three professional references. References will not be contacted without the candidate's approval/consent.

**Desired Qualifications:**

- Doctoral degree in Counseling or Clinical Psychology or related field strongly preferred.
- Clinical and administrative experience in a college/university counseling or mental health setting.
- Experience with a Behavioral Intervention Team.
- Experience with accreditation standards of International Association of Counseling Services (IACS) and with state or national associations specific to mental health on college and university campuses (i.e. AUCCCD).

**To Apply:**

- A review of applications will commence immediately, continuing until the position is filled. Interested individuals are encouraged to submit their credentials as soon as possible. Complete applications should be submitted electronically and should include: a cover letter; a current resume, and a list of names, telephone numbers, addresses, and email addresses of at least three professional references. References will not be contacted without the candidate's approval/consent. Interested applicants may apply at:  
<https://chapman.peopleadmin.com/postings/19206>

Thank you for your interest in Chapman University.

**Special Instructions to Applicants:**

Applicants for Staff and Administrator positions must be currently authorized to work in the United States on a full-time basis. Chapman University does not sponsor applicants for Staff and Administrator positions for work visas.

The offer of employment is contingent upon satisfactory completion and outcomes of a criminal background screening, and returning to the Office of Human Resources a signed original acceptance of the Chapman University Agreement to Arbitrate.

Chapman University is an equal opportunity employer committed to fostering a diverse and inclusive academic global community. The University is dedicated to enhancing diversity and inclusion in all aspects of recruitment and employment. All qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, sexual orientation, gender identity, gender expression, national origin, ancestry, citizenship status, physical disability, mental disability, medical condition, military and veteran status, marital status, pregnancy, genetic information or any other characteristic protected by state or federal law. The University is committed to achieving a diverse faculty and staff and encourages members of underrepresented groups to apply.