**Position Title: Director of Counseling Center**

**Position Type: (Faculty or Staff) Staff**

**Position Category: Exempt**

**School/Department: Student Affairs**

**Position Scheduling: (Full Time or Part Time) Full Time**

**Summary:**

The Director of Counseling Center provides overall direction and vision for the Counseling Center and provides leadership and supervision of the counseling staff in all aspects of the counseling program. The Director serves as a senior leader in the Student Affairs Division and supports the case management of students with behavioral, family, financial, academic, or other personal concerns. The Director works closely with the Dean of Students office, the Health Center, the Center for Accessibility Resources and other faculty and staff and is a member of the Behavioral Intervention Team.

**Essential Duties & Responsibilities:**

* Provide oversight and management of all aspects of counseling services including personal and group counseling, assessments and referrals; serve as a liaison to local hospitals and other care providers and coordinate the supervision of three counselors and an administrative staff person including training, delegation of duties and evaluation
* Coordinate annual screening days and alcohol and other drug (AOD) programming and education including chairing the AOD committee
* Support case management, behavioral, and Title IX coordination with the Dean of Students, Health Center, Residence Life, and Campus Ministry; assessments; referrals; and service as a liaison to local hospitals and other care providers. – mental health crisis response – Care Team Vulnerable students population
* Provide both individual and group counseling services to University students in a professional and ethical manner.
* Lead outreach and education programs such as screenings for depression, anxiety and substance abuse. Ensure appropriate follow-up education, training, treatment and referrals.
* Collaborate with appropriate departments (Dean of Students, Public Safety, Health Center, Campus Ministry, etc.) to provide training and education to staff members and to faculty as requested.
* Develop and deliver psycho-educational workshops and additional opportunities for outreach within the University community.
* Collaborate with appropriate departments on student health and wellness initiatives and lead trainings on topics such as suicide prevention, domestic violence and sexual assault.
* Ensure Counseling Center representation at University events such as student health fairs, orientation programming, professional development days, etc.
* Coordinate mental health crisis response with the Dean of Students Office and Public Safety; serve as member of Threat Assessment Team/Behavioral Intervention Team.
* Ensure proper record keeping and reporting in accordance with appropriate professional standards.
* Maintain knowledge of and appropriate training for counseling best practices and emerging trends for all counseling staff.
* Manage Counseling Center budget in accordance with University procedures.
* Create annual reports and regular updates on usage statistics and other counseling services data.
* Represent the Counseling Center in the Student Affairs Leadership Team and in other University committees and assignments.
* Work occasional evening and weekend hours; both for counseling events and in support of other student-focused programs, awards ceremonies, commencements, etc.
* Perform other duties as assigned.

**Qualifications:**

* Master’s degree in Counseling or Social Work.
* Ten years of clinical experience required; 3-5 years experience in a higher education setting preferred.
* Licensure as an LCPC (Licensed Clinical Professional Counselor) or LCSW (Licensed Clinical Social Worker)
* Progressive supervisory experience in a counseling setting; clinical supervisory experience preferred
* Team-orientated, compassionate individual with excellent organizational, time management, written and oral communication skills along with excellent clinical skills
* Experience with individuals from diverse cultural, ethnic and identity backgrounds, particularly minoritized or other traditionally underserved students
* Experience with veterans and/or CADC license a plus
* Excellent administration skills and familiarity with office technology including student data management systems; Titanium experience preferred
* Understanding of and appreciation for the University’s Catholic, Mercy heritage and values

**Application Instructions:** Please apply at[**https://www.schooljobs.com/careers/sxuedu/jobs/2144464/director-of-counseling-center?page=2&pagetype=jobOpportunitiesJobs**](https://www.schooljobs.com/careers/sxuedu/jobs/2144464/director-of-counseling-center?page=2&pagetype=jobOpportunitiesJobs)

**Date posted:** 07/13/2018

**Deadline:** Open until filled