

## Assistant Director for Clinical Services - 1900493



### **Required Qualifications (as evidenced by an attached resume):**

**For Psychologists:** Completed a Ph.D or Psy.D. in Clinical or Counseling Psychology (or foreign equivalent) from an APA-accredited program including an APA-accredited internship.

**For Social Workers:** A Master of Social Work degree (foreign equivalent or higher) with a specialization in clinical social work, clinical practice or mental health, and obtained the LCSW credential.

**For Licensed Mental Health Counselors:** A Master of Mental Health Counseling degree or related discipline (foreign equivalent or higher).

Possess an active New York state license (psychology/social work/Mental Health) to practice independently or an active out of state license with eligibility in NY. Five (5) years post-degree professional experience providing diagnostic intakes, psychotherapy, emergency assessment, teaching and supervision for late adolescent/early adulthood populations. Experience working in a leadership position within a clinical setting.

### **Preferred Qualifications:**

Two (2) or more years of experience working in a leadership position within a clinical setting. Three (3) years prior professional experience working in a college mental health setting. Demonstrated experience developing and implementing clinical programs and services that address the needs of traditionally underserved or marginalized clinical populations. Three years (3) of professional experience providing clinical supervision to psychology or social work trainees or professionals. Experience with electronic medical record keeping with programs such as Medcat, Point and Click, and/or Titanium.

### **Brief Description of Duties:**

Provide leadership and oversight for daily operations of clinical services delivery at Counseling and Psychological Services (CAPS) so that students that present with risk and safety concerns are seen in a timely manner and by an appropriate clinician.

- Supervise day-to-day operations of CAPS' Clinical Access Teams (CATS) and assign students seeking counseling to counselors of appropriate levels of training and experience. Provide coordination and oversight of weekly clinical services meetings.
- Provide initial consults, crisis intervention, individual and group psychotherapy, and referral on a confidential basis for students and maintain timely, accurate clinical documentation to meet NY, federal (HIPAA), accreditation standards and CAPS Chart Audit policies and procedures.
- Provide clinical and administrative supervision for professional staff members (direct reporting relationships) and trainees across the disciplines of psychology, social work and mental health counseling.
- Design, implement and coordinate clinical services quality assurance initiatives including ongoing revision of protocols for special clinical situations (e.g., for emergencies, assessing suicide risk and dangerousness, hospitalization, disruptive students, referrals using student health insurance, etc.), maintain CAPS Chart Auditing system (including oversight of education to staff about problems with the timeliness or accuracy of clinical documentation) and assessment of client satisfaction and outcomes, including collection and analysis of client utilization and therapist productivity data utilizing Mediat, Excel and SPSS; assist the Director of CAPS in the production of data-based reports.
- Actively contribute to CAPS Leadership Team including participation in assigned OSA Leadership committees, maintenance of CAPS activities in Director's absence, participation in rotating coverage for CAPS After Hours and substantive contributions to agendas of staff meetings and professional development planning.
- Other duties or projects as assigned as appropriate to rank and departmental mission.

**Special Notes:**

This is a full-time appointment. FLSA Exempt position, not eligible for the overtime provisions of the FLSA. Minimum salary threshold must be met to maintain FLSA exemption. Employee may be required to provide the above services at either the Main campus, HSC/East campus or Southampton campus. This position may require evening and/or weekend hours.

**Essential Position:**

This has been designated as an essential position based on the duties of the job and the functions performed. Positions that are designated as such are required to report to work/remain at work even if classes are cancelled, and the campus is working on limited operations in an emergency.

**Stony Brook University is 100% tobacco-free as of January 1, 2016. See our policy and learn more at [stonybrook.edu/tobaccofree](http://stonybrook.edu/tobaccofree).**

*Pursuant to Executive Order 161, no State entity, as defined by the Executive Order, is permitted to ask, or mandate, in any form, that an applicant for employment provide his or her current compensation, or any prior compensation history, until such time as the applicant is extended a conditional offer of employment with compensation. If such information has been requested from you before such time, please contact the Governor's Office of Employee Relations at (518) 474-6988 or via email at [info@goer.ny.gov](mailto:info@goer.ny.gov).*

**About Stony Brook:**

*Stony Brook University, home to many highly ranked graduate research programs, is located 60 miles from New York City on Long Island's scenic North Shore. Our 1,100-acre campus is home to 24,000 undergraduate, graduate, and doctoral students and more than 13,500 faculty and staff. SBU is a comprehensive research-intensive university and a member of the prestigious Association of American Universities (AAU), which includes 34 public universities among its 62 members. SBU consists of 12 schools and colleges and a teaching hospital that provides state-of-the-art healthcare in the Long Island region. SBU also manages and performs joint research with Brookhaven National Laboratory, the only Department of Energy Laboratory in the Northeast, and shares doctoral programs with Cold Spring Harbor Laboratory, a world-renowned molecular biology institute. Home to the Emerson String Quartet, the Jackson Pollock House in East Hampton, New York, the Humanities Institute, and the Southampton Arts Program, and with endeavors that extend to the Turkana Basin Institute in Kenya and the Ranomafana National Park in Madagascar, SBU sustains an international reputation that cuts across the arts, humanities, social sciences, and natural sciences.*

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*If you need a disability related accommodation, please call the University Human Resource Services Department at (631) 632- 6161 or the University Hospital Human Resources Department at (631) 444-4700. In accordance with the Title II Crime Awareness and Security Act, a copy of our crime statistics is available upon request by calling (631) 632- 6350. It can also be viewed on line at the University Police website at <http://www.stonybrook.edu/police>.*

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**Official Job Title:** Assistant Director Counseling

**Job Field:** Administrative & Professional (non-Clinical)

**Primary Location:** US-NY-Stony Brook

**Department/Hiring Area:** Counseling and Psychological Services CAPS-  
Stony Brook University

**Schedule:** Full-time **Shift:** Day Shift **Shift Hours:** 8:30 a.m. - 5:00  
p.m. **Pass Days:** Sat, Sun

**Posting Start Date:** Apr 8, 2019

**Posting End Date:** Apr 22, 2019, 11:59:00 PM

**Salary:** Commensurate with experience within the range of \$92,000-  
\$103,000.

**Salary Grade:** SL5

**Appointment Type:** Term