



HUMAN RESOURCES

Job Title: Director, Counseling Center	Department: Student Affairs
Supervisor Title: Assistant Dean of Students, Student Wellbeing and Support	
FLSA Status: Exempt	FLSA Exemption (if appropriate): Professional
Date Updated: June 2019	Job Level: 17

POSITION SUMMARY:

The Director of the Counseling Center serves as the College's lead mental health provider. This is an inward-facing position and responsibilities include developing and implementing the strategic vision and operational support for the clinical, educational, fiscal and administrative aspects of the center. Consistent with Westminster College's mission and commitment to inclusive excellence, this position will serve as an advocate for diversity and cross-cultural understanding to create a welcoming campus to all students. This is a full-time, 11 month position.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provides oversight of clinical and administrative supervision to counseling staff; hires, trains, and oversees professional development of counseling staff; plans and facilitates counseling staff meetings and case consultations
- Oversee the operation of counseling services including individual and group counseling, crisis intervention, education/prevention outreach, consultation, and referral-based services.
- Maintains a small counseling caseload; assists in program development and assessment; facilitates referrals; provides resources; and supports/develops initiatives to increase retention, student persistence, and student learning
- Develops and enforces protocols and procedures that adhere to and uphold state and federal laws and ethical standards as defined by the appropriate licensing boards
- Provide oversight and lead counseling staff and para-professional staff training; which include graduate student training program and student employees.
- Provides support and training for the Westminster community on issues affecting student mental health and well-being. Develops resources for office publication and training
- Serves as lead clinician and primary point of contact for issues related to student mental health
- Provides consultation for faculty and staff related to student mental health concerns, in addition to crisis consultation
- Oversee the coordination of educational and prevention programs that focus on the developmental needs of college students to promote personal adjustment and growth
- Works closely with Student Health Services, Fitness, Wellness, & Recreation, and administrative staff to ensure comprehensive care for students and their intersecting needs
- Oversees and maintains a community referral resource network
- Serves on college committees, oversight groups, and task forces related to student well-being Participates in activities and associations related to college health and the maintenance of professional skills, standards, competencies. Contribute to the field of college mental health counseling through professional organizations and young professional supervision
- Represents the center on college initiatives and activities



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- Other duties as assigned

OPERATIONAL REQUIREMENTS

- After-hours work as needed; (i.e. working after-hours with a student in crisis; consultation with faculty and staff; and/or assisting in educational and prevention programs)

MINIMUM QUALIFICATIONS:

- Master's degree in a clinical/counseling specialty and current licensure as an LCSW, Psychologist, MFT, or professional counselor in Utah
- Five years related experiences and/or training with increasing administrative responsibilities
- Experience in a College/University counseling center
- Demonstrated ability to manage staff and provide clinical supervision at all levels, including trainees and student employees
- Demonstrated competence in crisis intervention, assessing need for psychiatric hospitalization, handling psychiatric emergencies, and supervising referral for inpatient care
- Evidence of experience working with severe and persistent psychiatric illness in an outpatient or college setting and/or on a psychiatric inpatient unit, or the functional equivalent
- Experience with AOD prevention and education
- Working knowledge of higher education environment to include student development and identity theory, program/event planning, and student retention and success
- Demonstrated skills in being student-centered, with a strong sense of personal integrity, a non-bias approach to advocacy support, an understanding of issues affecting marginalized students, and proven leadership in engaging diverse constituencies
- Strong communication and problem-solving skills

Interested candidates can submit applications through:

<https://www.governmentjobs.com/careers/westminstercollege>