

## **JOB DESCRIPTION**

*Associate Dean of Health and Wellness  
Director of Counseling*

Under the supervision of the Dean of Students, the Associate Dean of Health and Wellness/Director of Counseling shares with other members of the Student Services staff the general responsibility of supporting the educational aims of the College and assisting students in their efforts to make full use of the opportunities available to them at the College. The Associate Dean/Director of Counseling manages the day to day operation of the Counseling Center and supervises the Director of the Health Center. As Director of Counseling (s)he is responsible for overseeing, implementing and evaluating the Center's administrative protocols and clinical activities in accordance with APA ethical principles and professional best practices. The Director identifies campus psychological needs and provides maximum access and services within staffing and budgetary limits. The Director serves as a resource to faculty, professional staff, and students for counseling and special problems.

### **Primary Duties, Responsibilities, and Tasks:**

- Provide short-term psychotherapy; oversee center activities, and the delivery of mental health care. Hire, supervise and evaluate counseling staff.
- Provide crisis intervention and emergency coverage 24/7 for students and give support to residence hall staff. Conduct crisis debriefings and workshops for campus community after tragic events.
- Work closely with the Dean of Students when the Dean's office is dealing with difficult or disruptive students.
- Develop and maintain referral network for therapeutic and emergency services with area clinicians, mental health clinics, hospitals.
- Monitor counseling of students through coordination of services and referral to outside agencies when necessary. Assist in coordination of care for students after hospitalizations and mandated assessments by the college.
- Oversee and maintain compliance standards for staff licensure and certifications, record keeping in accordance with state regulations and psychiatric consultant agreements.
- Assess, formulate and administer departmental policies and procedures to insure efficient operation of the Center and delivery of services. Develop, prepare, and administer departmental budget.
- Provide professional development in-services on mental health issues for applicable staff, student leaders (e.g. RA;s) and faculty, and provide on-going consultation for staff, administrators, parents and faculty regarding student psychological matters as needed.
- Participate in professional training to develop knowledge and expertise in current psychological and legal trends on college campuses.
- On those occasions that the Center has trainees, the Director will supervise and train graduate students, assuming clinical and legal responsibility for their work. Conduct

outcome assessment of counseling services and prepare data reports documenting the Center's activities.

- Represent the College at campus-wide programs including Admission Open Houses, and New Student and Parent Orientations.
- Meet regularly with the Director of the Health Center for supervision of all aspects of the Health Center.
- Serve on the College's Intervention team, the Dean's Council and the Institutional Human Subjects Review Board.
- Supervise maintenance of networked electronic record-keeping, scheduling and data collecting software. Oversee outreach materials including the design and content of Center website.

The Associate Dean/Director of Counseling is expected to accept additional responsibilities at the direction of the Dean of Students.

### **Required Knowledge, Skills, and Education**

- Doctorate in clinical or counseling psychology; licensure or license eligible, as psychologist in Washington; advanced clinical skills and a solid background in psychological crisis intervention and management; knowledgeable of psychological trends on college campuses and legal issues related to directing a college counseling center; ability to effectively work with students from a broad range of backgrounds and life experiences; a commitment to inclusion and diversity, and team building; excellent interpersonal skills.
- 3-5 years of clinical supervisory and administrative responsibilities in a college or university counseling center; four years of direct clinical experience with college-aged students; experience working with people from diverse cultures.
- Solid writing and organizational skills; competency with basic computer software programs.