Date revised: August 2022

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| Job Title**:**  Director of Counseling and Psychological Services | **Classification Level: 11** |
| **Department:** Counseling and psychological Services | |
| **Reports to:**  Dean of Students | |
| **Directly Supervises:** professional counselors, administrative assistant | **FLSA Status:** Exempt, Full time, 12-months, |

**PRIMARY PURPOSE OF THIS JOB:**

The Director develops and provides diagnostic assessment, therapeutic intervention and outreach to the student population. Offers referral and crisis intervention services to the University community at large. Develops appropriate policies and procedures for the counseling department, provides leadership and direction to the operation of the Counseling center by performing the following duties.

**ESSENTIAL FUNCTIONS: (other duties may be assigned)**

1. Provide vision, long-range planning, policy/procedure development, supervision and assessment for the counseling department.
2. Provide individual and group counseling to students exhibiting psychological and/or developmental problems and assists them to improve their functioning.
3. Direct decisions being made during crisis intervention and psychological emergencies by counseling staff and provides crisis intervention to students via the on-call system on a rotating basis. Collaborate with 3rd party vendors/parties to provide appropriate student support.
4. Monitor referrals for psychiatric consultations, medications, evaluations, and follow-ups, as well as inpatient treatment and intensive outpatient psychotherapy.
5. Provide consultation to faculty and staff regarding students’ developmental and psychological needs.
6. Offer referral and crisis intervention services to the entire University community and serve as a member of the Behavioral Intervention Team (BIT).
7. Maintain documentation of all counseling contacts, oversees documentation of staff and submits anonymous reports to the Dean of Students and Vice President for Mission Integration and Student Life.
8. Develop and oversees the department budget.
9. Develop and provides educational resources for the university community including trainings on mental health for employees.
10. Supervise Professional Counselors and Administrative Assistant. Carry out supervisor responsibilities in accordance with the organization's policies and applicable laws. Includes interviewing, hiring, and training employees; planning assigning and directing work; appraising performance rewarding and disciplining employees; addressing complaints and resolving problems.
11. Recruit, train, and supervise intern and practicum students.

**RELATED DUTIES:**

* Flexible schedule is required since the role demands 24-hour on-call crisis intervention and must be ready to respond to developing situations.
* Some evening and weekend work required.
* Uphold and promote the Mission and Philosophy of the University and the Sisters of Mercy.
* Preserve honesty and integrity in the professional affairs of the University; adhere to high standards of ethical practices and conduct.

**REQUIREMENTS:** *(Equivalent combinations of education, licenses, certifications and/or experience may be considered)*

**Education**

* PhD, PsyD or equivalent is preferred.
* Master’s degree in Clinical Psychology, Counseling Psychology, Counseling or Rehabilitation, Social Work, or related behavioral sciences field from an accredited institution required.
* Certification in alcohol and drug treatment counseling desired.

**Experience**

* A minimum of 8 years of clinical experience, preferably in a higher education setting.
* Supervisory experience is desired.
* Experience in creating and presenting programs, as well as experience in generating and presenting reports.
* Demonstrated evidence of culturally inclusive and equitable practices that value students’ lived experiences in all aspects of their social and cultural identities.

**Licenses/Certifications**

* Licensed or license-eligible in PA to practice counseling and/or psychology. LPC preferred.

**Work-Related Knowledge**

* A high degree of analytical skill and judgment is necessary since the Director must be able to select, conduct, and interpret psychological inventories and assessments.
* Design treatment plans and evaluate psychological treatment outcomes.
* Evaluate programming and departmental outcomes.
* Strong interpersonal and relationship building skills.

**KNOWLEDGE, SKILLS, AND ABILITIES** typically required to perform the essential functions of this position.

**Problem-Solving/Decision-Making Skills**

* Offer highest level of innovation and problem solving skills to influence overall efficiency, avoidance of lawsuits, improvements in productivity, outcomes, etc.
* Identify problems, investigate the root-cause, and make recommendations for solutions.

**Verbal Communication Skills**

* Use verbal skills to communicate with co-workers or customers.
* Use verbal skills to transfer information to groups.
* Use verbal skills to transfer information to large groups/and or influence others

**Written Communication Skills**

* Complete and maintain documentation/records to effectively convey ideas and information both in written and oral form.
* Prepare business documents, client case notes, technical reports, manuals, articles, financial reports, etc.
* Review and approve documentation, reports, and records as completed by subordinate staff.

**Math Skills**

* Addition, subtraction, multiplication, division, percentages, ratios.
* Financial management, budgetary responsibility, forecasting/projection, etc.

**Computer Skills:** Required to successfully complete essential functions of the job.

* Internet and email
* Spreadsheet Software
* Word processing Software
* Presentation Software
* Voicemail and fax

**Tools & Equipment (Other than general office equipment):**

* General Office Equipment

**CONTACTS** typically incurred while performing the essential functions of this position.

* Coworkers within the same department
* Coworkers in other departments
* Mid-management level employees
* Executive management level employees
* Customers of the organization
* Members of the general public
* Employees of peer organizations
* Vendors/suppliers/service providers
* Political bodies
* Government agency officials
* Members of the media

**MENTAL DEMANDS** typically required to perform the essential functions of this position.

* Respond to Unpredictability – Appropriately adapt to a work schedule or job requirements that regularly change without notice or do not follow a set schedule.
* Independent Judgment and Discretion - Accountable for comparing and evaluating possible course of conduct and acting/making a decision (without immediate director or supervision) after various solutions have been considered. More than use of skill in applying well-established techniques, procedures or specific standards described in manuals or other sources.
* Organize and Prioritize – Organize information, processes and/or prioritize work to meet demands/deadlines.
* Manage Multiple Projects/Tasks – Work on multiple projects/tasks concurrently, in order to meet varied deadlines. May work for multiple bosses.
* Respond to Angry/Upset Individuals – Appropriate respond to unpleasant, angry or anxious individuals as part of the job requirements.
* Read, Comprehend and Follow Instructions/Work Orders – Listen to and understand information and ideas presented through spoken or written form.
* Relate to Others – Regular day-to-day contact with internal/external customers.

**PHYSICAL DEMANDS** typically required to perform the essential functions of this position.

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| **CONSTANTLY**  (more than 75% time on job) | **FREQUENTLY**  (25 – 75% time on job) | **OCCASIONALLY**  (up to 25% time on job) |
| * Ability to communicate orally * Ability to hear conversation | * Ability to stand * Ability to walk * Ability to sit * Ability to use both legs * Ability to lift and/or move up to 10 pounds | * Ability to lift and/or move up to 10 lbs. |

**WORKING CONDITIONS** under which the essential functions of this position are typically performed.

* This position typically requires work in a normal office environment with some remote flexibility

**PERSONAL PROTECTIVE EQUIPMENT** typically required to perform the essential functions of this position.

* This position typically does not require the use of Personal Protective Equipment.

To perform this job successfully, an individual must be able to perform each essential function satisfactorily, with or without reasonable accommodation. The list of requirements, duties, and responsibilities is not exhaustive but is representative of the current job. The knowledge, skills and/or abilities listed are typically required to perform this job successfully. Reasonable accommodations may be made to enable otherwise qualified individuals with disabilities to satisfactorily perform the essential functions. Management reserves the right to revise the job description and to require that other tasks be performed when the circumstances of the job change (for example: emergencies, changes in personnel, workload, or technical development).

***I have read the above position description and understand the requirements set forth therein. I acknowledge that I can perform the essential functions of this position with or without reasonable accommodation.***

Employee’s Signature: Date:

Supervisor’s Signature: Date:

**Human Resources Review**

Signature: Date: