**Director of Counseling**

Incumbents Names: __Wendy Miles________________ Date of Revision: 2/19/2015

Department: Counseling Services

Job Code: SS-10

Reports To: Vice President for Student Affairs

Outcomes: The Director of Counseling has the overall responsibility for counseling and outreach services on both campuses; to ensure that services are made available to students in order to assist them in their academic, social, and personal development; to provide consultation for faculty and staff and referral services for students; and to ensure that emergency mental health services are available for students.

Summary: Manages and leads the counseling department in providing services to encourage personal growth and development for all students and to support the college’s vision, mission and core values. Services are provided to Becker students through crisis management, individual/group counseling, outreach/educational programming, clinical supervision, staff training, internships, budget management, committee work and professional development.

**Essential Job Functions/Responsibilities:**

**Crisis Management**

1. Responds to individual and campus-wide crisis situations.
2. Consults with residential life staff, campus police and hospital personnel on crisis situations after hours.
3. Communicates with parents and off campus resources (hospital emergency mental health staff, community therapists, etc.) within boundaries of FERPA and confidentiality statutes.
4. Writes and develops psychological emergency policies and trains staff on these policies.
5. Develops and updates protocols for counseling response to campus critical incidents.
6. Evaluates counseling procedures in place on an ongoing basis and makes modifications as necessary.

**Individual/Group Counseling**

1. Assesses and evaluates psychological needs of students.
2. Develops and implements appropriate treatment plans.
3. Provides individual counseling to students.
4. Assesses needs for therapy and support groups.
5. Maintains a current list of community resources and facilitates referrals where appropriate.
6. Maintains appropriate documentation and security of electronic records.
7. Ensures confidentiality.

Outreach/Educational Programming

1. Assesses the needs of students through formal and informal data collection.
2. Outreaches to faculty and staff to encourage identification and referral of at-risk students.
3. Collaborates with the Director of Campus Activities, Director of Student Health and other Student Affairs staff to offer educational programming.
4. Coordinates national screening days (e.g., depression and alcohol screening).
5. Collaborates with residence life staff and others to provide workshops and training on a variety of issues (e.g., diversity, acquaintance rape, substance abuse, AIDS, dating violence, etc.)
6. Encourages a campus awareness/sensitivity regarding diversity.

Clinical Supervision

1. Supervises counseling staff and interns.
2. Coordinates group supervision of counselors and interns.
3. Oversees case documentation and maintenance of clinical records.
4. Monitors each counselor’s caseload and provides feedback and guidance. Ensures that appropriate clinical support is provided.
5. Maintains awareness of current risk management liability issues.

Staff Training and Consultation

1. Trains residence life staff in counseling-related topics (e.g., suicide prevention, sexual assault response, eating disorders, etc.).
2. Provides consultation services to faculty, staff and students on student-related issues.
3. Provides workshops and training to faculty and staff.
4. Regularly consults with residence life staff, CLC staff, and Director of First Year Experience on student issues.

Internship Program

1. Recruits master’s and doctoral level interns.
2. Interviews/selects appropriate interns according to established criteria.
3. Provides clinical training for interns through case assignment, supervision, audiotape review, and opportunities for professional development.
4. Evaluates interns’ progress each semester.
5. Maintains relationship with participating colleges/faculty advisors.
Administrative/Budget Management

1. Develops counseling policies and procedures.
2. Establishes department goals and priorities.
3. Prepares yearly budget request and maintains department budget.
5. Reviews counseling services annually.
6. Produces annual activities report.
7. Assesses staff needs and coordinates the hiring process.

Consortium

1. Active participant in activities of consortium counselors group.
2. Represents counseling services and the college at consortium-wide events.
3. Works with consortium peers to develop in-service programs and special projects.

Committee and Additional Responsibilities

1. Participates as an active member of the Student Support Team to identify, track and outreach at-risk students.
2. Develops programs for and participates in New Student and Parent Orientations.
3. Represents Student Affairs as requested on committees.

Professional Development

1. Attends conferences, workshops, grand rounds, etc.
2. Reviews current literature on college counseling and psychotherapy.
3. Maintains professional licensure through continuing education credits.
4. Initiates research, writing and presentations.

Expected Results/Impact:

Successful direction of counseling services will provide students with the resources needed to become successful academically, socially, and emotionally. It will also provide faculty and staff with the assistance needed to promote student retention. The maintenance of appropriate policies and procedures will protect students’ well-being and will protect the college from legal liability.
Contacts:

All levels of administration, students, faculty, staff, parents, peers/colleagues at other institutions, consultants, outside mental health professionals, professional associations, interns, counseling psychology graduate schools.

Physical Requirements:

Normal office activity.

Mental Requirements:

Complex mental activities required. Examples include assessment, observation of behaviors, synthesizing information, communicating clearly verbally and in writing, diagnosing problems or issues, using judgment, remembering short and long term information, short term and long range planning, prioritizing, reading, making presentations, supervising and responding appropriately to crisis.

Qualifications/Requirements Necessary to Reach Acceptable Performance:

1. Ph.D degree in counseling or clinical psychology with Massachusetts licensure required.
2. Five years clinical experience with young adults, college counseling setting preferred.
3. Two to four years clinical supervisory experience.
5. Familiarity with state and federal regulations (ADA, FERPA, etc.).
6. Grant writing experience helpful.

Competencies Necessary to Reach Superior Performance:

Excellent clinical and consultation skills, knowledge of college student developmental model, proactive leader, role model, excellent communication skills, ability to communicate clearly with diverse populations.
Able to develop and maintain relationships with all campus constituencies.
This description documents the general nature and level of work; however, since our consumer’s needs and business needs are dynamic, we must in turn be flexible to meet these needs. Therefore, this description is not intended to be a comprehensive list of all activities, duties, and responsibilities required of job incumbents. Consequently, job incumbents may be asked to perform other duties as required and should be aware that each job may evolve over time.