

POSITION DESCRIPTION

TITLE: Director of Counseling Services - (Exempt)

Collective Bargaining - Ineligible - Managerial

Definition - The Board approved definition of a managerial employee is an employee who is engaged predominantly in executive and management functions of the College or who is designated with the responsibility of directing the implementation of management policies and practices and who customarily and regularly exercises discretion and independent judgment in directing the implementation of management policies and practices.

This is a management position. The incumbent is accountable for supporting the mission, goals, and objectives of the College and is expected to administer the policies and procedures defined in the Employee Handbook as approved by the President and the Board of Trustees.

JOB SUMMARY:

The Director of Counseling Services is responsible for providing leadership to the Counseling Center. Counseling Services attends to the psychological and developmental needs of students at St. Mary's College. The Director reports to the Dean of Students.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

(Note: These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Responsible for following the policies and procedures as defined in the employee handbook
- Provides services guided by the ethics code of the American Psychological Association and the laws of the State of Maryland.
- Plans, organizes, and implements a comprehensive counseling and consultation program including five-year strategic, annual updates, and assessment of services. Includes the College's extensive study abroad opportunities.
- Provides individual, couples, and group counseling services for students with personal, academic and career concerns.
- Coordinates the consulting and outreach services of the staff in meeting the needs of the college faculty, administration, staff, student affairs professionals, parents, student groups, and student leaders.
- Hires, trains, supervises (clinically and administratively), and evaluates Counseling Services staff, including the Wellness Advocate.
- Directs the development, interpretation, and administration of departmental goals, objectives, policies, and procedures.
- Develops and implements emergency response mechanisms for psychological crisis intervention on campus.

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- Provides emergency and/or after hours and on call services and coordinates the delivery of emergency services by other counseling services staff.
- Establishes and maintains collaborative working relationships with mental health and medical professionals locally, and further afield when necessary, to coordinate treatment services and referrals.
- Communicates student psychological needs and counseling services issues to the Dean of Students.
- Maintains professional credentials and current knowledge of mental health diagnostic and treatment protocols, and administrative and ethical issues.
- Develops adequate systems and procedures to provide clinical and administrative information with legal and ethical safeguards for confidentiality and for the safety of students as well as the campus community.
- Provides a level of assessment for particular students where individual or community mental health or safety may be improved.
- Develops and manages a budget for the office.
- Participates in local, regional, and national professional organizations and activities.
- Participates as an active member of the Student Affairs staff.

MINIMUM QUALIFICATIONS:

- Education: Doctoral Degree in counseling or clinical psychology from an APA accredited program, APA accredited internship, preferably in a college or university counseling setting. Eligibility to be licensed in the State of Maryland to practice psychology within six months of hire.
- Experience: Three or more years experience in college counseling; excellent communication skills; demonstrated experience in working with diverse populations; previous experience supervising mental health professionals; experience in dealing with psychological and emotional needs of students, and mental health diagnostic and treatment protocols. Prior experience in a liberal arts college setting is desirable.
- Skills: Excellent counseling skills. Knowledge of student development, human development, consultation and current counseling practices. Knowledge of effective supervisory and managerial practices. Skills in working with diverse populations. Effective interpersonal and written communication skills.
- Any combination of acceptable education and experience, which has provided the necessary knowledge and skills to fulfill the requirements of this position, may be considered.