

POSITION DESCRIPTION

TITLE: Executive Director of the Wellness Center - (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 Executive Director of the Wellness Center is responsible for providing leadership to the Wellness Center, which is comprised of Health Services and Counseling and Psychological Services (CAPS). The Wellness Center attends to the physical and mental health needs of students in a developmentally appropriate manner. The Executive Director of the Wellness Center reports to the Vice President for Student Affairs.

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 and applying the policies and procedures as defined in the Memorandum of Understanding (MOU) and/or the employee handbook.
- Provides services guided by the ethics code of the American Counseling Association and the laws of the State of Maryland.
- Plans, organizes, and implements comprehensive counseling, health, and consultation services to the campus community.
- Provides individual, couples, and group counseling services for students with a range of presenting mental health concerns.
- Coordinates the consulting and outreach services of the Wellness Center staff in meeting the needs of the college faculty, administration, staff, student affairs professionals, parents, student groups, and student leaders. Develops, plans, and delivers presentations and workshops on counseling issues as requested.
- Hires, trains, supervises (clinically and administratively), and evaluates Wellness Center staff.
- Provides oversight of graduate internship training and supervision.

Position Description
Executive Director of the Wellness Center
Page 2

- Directs the development, interpretation, and administration of Wellness Center goals, objectives, policies, and procedures.
- Develops and implements emergency response processes for crisis intervention on campus.
- Provides emergency mental health services and coordinates the delivery of emergency services by Wellness Center staff or contractual services (i.e. MySSP).
- Establishes and maintains collaborative working relationships with mental health and medical professionals locally, and further afield when necessary, to coordinate treatment services and referrals.
- Serves as an auxiliary member of the Campus Assessment, Response, and Evaluation (CARE) Team.
- Communicates student physical health and mental health needs to the Vice President for Student Affairs.
- 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.
- Assists with the development and management of a budget for the Wellness Center.
- Participates in local, regional, and national professional organizations and activities.
- Participates as an active member of the Vice President for Student Affairs's Leadership Team.
- Oversees implementation of health services during a state of emergency (i.e. COVID-19) to ensure appropriate services are offered on campus or made available to campus community members.
- Writes reports on services and presents them for the Vice President for Student Affairs, President of the College, and Board of Trustees.
- Supports the campus during times of a pandemic or health crisis by acting as the point person for health and wellness information with local and state authorities and shares information in a timely manner to support the wellbeing of the community.
- Serves on campus wide committees as the public health and mental health representative when needed.
- Creates strategic plans to provide effective student care systems that respond to changing student demand for health and mental health care and utilize new technologies and services.

Position Description
Executive Director of the Wellness Center
Page 3

MINIMUM QUALIFICATIONS:

- Education: Minimum of a master's degree in counseling or clinical psychology from an accredited program, accredited internship, preferably in a college or university counseling setting. Ability to be licensed in the State of Maryland as a mental health provider within six months of hire.
- Experience: Three or more years of experience in college counseling and administration; 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.