

## POSITION DESCRIPTION

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**TITLE: Assistant 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.**

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### **JOB SUMMARY:**

The Assistant Director of Counseling Services is an integral team member, sharing responsibilities with the Director of Counseling Services of the Wellness Center – Counseling and Psychological Services (CAPS). The Assistant Director will support the management of clinical services and outreach programs of CAPS. The Assistant Director provides therapeutic, developmental, and crisis intervention services through individual counseling for SMCM students with acute psychological problems and facilitates clinical or psychoeducational groups. The Assistant Director will also partner with the Director of Counseling in the development and implementation of a clinical trainee program for graduate students and select individuals working toward licensure and oversee trainee program and clinical supervision.

In addition, the Assistant Director will collaborate with the CAPS Case Manager to foster collaboration with internal/external providers and community referrals for students of the Center. The Assistant Director will also maintain collaborative relationships with members of on campus departments such as Health Services, Accessibility and Disability Services, Office of Student Support Services, Residence Life, Office of Public Safety, Athletics, Title IX Office, and other partners of the Wellness Center. This position reports to the Director of Counseling Services.

### **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.
- Assists the Director in the management of clinical services and operations of the Center-managing the electronic health record system, maintaining Center policies and procedures, contributing to the efficiency in quality of care of student services and day-to-day operations.
- Leads and coordinates CAPS clinical trainee program-supervise program trainees, facilitate training and evaluation, and supports the Director in conducting individual and group clinical supervision.

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- Develops, coordinates, and implements trainings, student programming and outreach on a broad range of psychological and mental health themes. Provides direct clinical services, with a special focus on supporting BIPOC, LGBTQIA+ students, and other historically underrepresented identities.
- Provides crisis intervention and risk assessment in student emergencies, facilitating crisis response and/or hospitalization protocols.
- Serves as a clinician in providing therapy, interventions, referral services, and outreach to undergraduate students and families if applicable. In addition, serves as an alternate member of the Campus Assessment, Response and Evaluation (CARE) team to represent CAPS.
- Consults with faculty and staff on issues relevant to student mental health concerns, behavior, and educational performance, particularly members of the wellness team and residence life.
- Assists with oversight of graduate internship training and supervision.
- Assists the Director in the coordination of appropriate levels of care for students and development of Center policies, forms, and procedures.
- Assists the Director in planning and conducting research and preparing operational reports and analyses.
- Completes clinical and administrative paperwork consistent with office expectations and professional standards.
- As assigned, maintains oversight and responsibilities for Student Counseling Center in the absence of the Director.
- Serves as a member of the Student Affairs team, participate in orientation, open house weekends, Seahawk Orientation, Advising and Registration (SOAR) program, leadership retreats, Peer Health Educator Training and other programs and events.
- Maintains cooperative and collaborative relationships with students, faculty and staff within SMCM and partners in the local community.

#### **MINIMUM QUALIFICATIONS:**

- Education: Masters Degree in counseling psychology, clinical psychology, social work, or related field.
- Experience: Three years of relevant professional experience preferred.
- Maryland Licensure requirements: Licensed Clinical Professional Counselor (LCPC) or Licensed Certified Social Worker - Clinical (LCSW-C).
- Excellent communication and interpersonal skills.

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- Ability to work with diverse populations, experience in dealing with psychological and emotional needs of students, and mental health diagnostic and treatment protocols. Prior experience in higher education, and working with LGBTQIA+ populations, and suicide prevention are highly desirable.
- Functioning collaboratively and professionally with other staff therapists, student affairs professionals, and administrators at the College is expected.
- A demonstrated record of work with outreach and supervision.
- 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.