POSITION SUMMARY: The Director sees students in counseling/psychotherapy, provides leadership and supervision to the counseling center staff, is a consultant and collaborator to faculty, staff, and administration, and is available for campus programming and crisis intervention.

QUALIFICATIONS: Requires a Licensed Marriage and Family Therapist (MFT) or Licensed Clinical Social Worker (LCSW) or (preferred) Licensed Psychologist (doctorate degree from an APA-accredited program in Clinical or Counseling Psychology) and 3 years of post-licensure clinical experience (preferably on a college campus). Other requirements include: personal support for the Christian mission of Westmont College and the Community Life Statement; ability to articulate the distinctives of a Christian liberal arts college; ability to communicate clearly and effectively verbally and in writing; previous experience successfully managing a professional staff.

SPECIFIC RESPONSIBILITIES:
1. Guide the development and implementation of departmental vision, annual objectives, long-term departmental goals and administration of departmental budget, in conjunction with the Associate Dean of Students.
2. Hire, train, supervise, develop and support counseling center staff, including the completion of annual performance review.
3. Lead in ways that promote teamwork and encourages a positive work environment. Conduct regular staff meetings.
4. Insure ongoing professional development of staff so are aware of and meet the needs of an increasingly diverse student body.
5. Meet with individual students in counseling.
6. Available (or has another staff member available) to respond to campus crisis or to offer guidance to Student Life staff members that are responding to a mental health situation “after hours.” This is accomplished by having a staff member in place who can respond to VP and Dean of Students, Associate Deans, or Resident Directors “24/7” by cell phone, and by returning to campus, if deemed necessary.
7. The Director is a campus resource for trends in mental health on college campuses, and plays a key role on the CARE Team.
8. Provide consultations, along with other counseling staff, to faculty and staff who are dealing with difficult student issues.
9. Actively participate in educational outreach on mental health issues to faculty, staff, and students.
10. As time permits, design and/or participate in educational programs related to mental health.
11. Assist in the training of Resident Assistants so they are familiar with issues facing college students and the resources available through the Counseling Center.
12. Build relationships with outside providers in order to establish a referral network of local services and other counseling professionals.
13. Update counseling website, as needed, so it meets “best practice” standards in terms of information and being student friendly.
14. Establish, review, and appropriately revise administrative, clinical, and operational policies, procedures, and protocols for the Counseling Center.
15. Establish a training program for the supervision of graduate trainees/interns. Supervise graduate trainees/interns or arrange for their supervision.
16. Conduct student satisfaction assessments to utilize results to meet the goal of understanding and responding to student needs.
17. Actively utilize the capacity of TITANIUM scheduling and professional record-keeping software to track utilization and trends. Ensure that student counseling records are maintained according to the standards of best practices.
18. Work in close quarters and in collaboration with the Health Center Director and staff.
19. Provide supervision for the shared Office Manager in collaboration/cooperation with the Health Center Director.
20. Provide leadership for and work collaboratively with other Student Life departments to provide programming and support services that help to educate, aid in prevention, and create awareness on mental health topics.
21. Navigate the balance of being a part of the administrative team of the college while, at the same time, an advocate for your staff.
22. Collaborate with college departments and student groups who are interested in promoting mental health education and awareness.
23. Establish affiliation with appropriate professional organizations for the purpose of maintaining best practices and networking.
24. Manage counseling center budget.
25. Actively contribute to assigned committees.
26. Pursue professional development by attending conferences and maintaining active membership in Coalition for Christian College Counseling Center Directors (5C’s affiliated with Council for Christian College and Universities), Association of University College Counseling Center Directors (AUCCCD), Organization of Counseling Center Directors in Higher Education (OCCDHE, regional of AUCCCD), California Association of Marriage and Family Therapists (CAMFT), and American Psychological Association (APA).

GENERAL RESPONSIBILITIES:
1. Actively contribute to the initiatives in the Student Life Division.
2. Available to work occasional nights and weekends.
3. Expectations for workplace demeanor include but are not limited to: working collaboratively and harmoniously with faculty and staff colleagues by sharing ideas and resources willingly, constructively and positively; listening to and objectively and respectfully considering the ideas and perspectives of others; readily admitting and correcting personal mistakes; meeting commitments; keeping your supervisor and others who may be affected informed about work progress; addressing problems willingly and constructively to discover practical and lasting solutions acceptable to all parties; working promptly toward reconciliation and forgiveness during conflict; respecting the diversity of our community in words and deeds.
4. Other duties as assigned.

Reports to: Associate Dean of Students

Application Due Date: March 1, 2015