

Arizona Christian University
Position Description

Position Title: Director of Counseling Services (Part Time, 0.50 FTE)	Grade: 4	Date Updated:	12/1/17
Reports to: Dean of Students		Department:	Student Development
Direct Reports: Graduate Intern Counselors		FSLA Status:	Contractor
<p>Position Summary: The Director of Counseling Services is responsible for the oversight of the Arizona Christian University Counseling Center (ACUCC) and the supervision of the graduate intern counseling staff. This position provides individual, group, and career counseling for students, staff, and faculty. The Director of Counseling Services assists the Student Development Division with developing protocol for crisis and emergency management, and actively develops campus programs aimed at educating and assisting students, staff, and faculty on mental health and student development issues.</p> <p><i>As with all part-time contract positions, this is a temporary appointment which does not imply any offer of continued employment beyond the term of this agreement. General policy and procedure information about this employment appointment can be found in the enclosed Staff Handbook available in the business office. Employment is conditional on providing proof of eligibility to work as appropriate to federal and state laws and completion of a criminal background check.</i></p>			
<p>Prerequisite Qualifications:</p> <p><u>Required Education</u></p> <ul style="list-style-type: none"> • Master’s degree from an accredited training program in counseling, marriage and family therapy, or social work. <p><u>Required Credentials</u></p> <ul style="list-style-type: none"> • Licensure in the State of Arizona as an LPC, LMFT, LMSW, LCSW, or Licensed Psychologist. • Registration with the State of Arizona as a Clinical Supervisor. <p><u>Other Requirements</u></p> <ul style="list-style-type: none"> • Experience in staff supervision and teambuilding. • Excellent organizational, planning, communication, training, and interpersonal skills • Must exhibit a growing relationship with Jesus Christ and be in agreement with the Christian mission of Arizona Christian University. <p><u>Highly Desirable</u></p> <ul style="list-style-type: none"> • Doctoral degree from a clinical psychology or doctor of psychology program. • Experience working with students in a collegiate environment. • Knowledge of current trends, policies, and processes in higher education and issues impacting college students. • 4 or more years of clinical supervision experience. 			
<p>Duties, Tasks, Responsibilities (List as many categories as necessary):</p> <p><u>Clinical:</u></p> <ul style="list-style-type: none"> • Provides individual, group, and career counseling for students, staff, and faculty. • Conducts ethical practice according to HIPAA and AZBBHE statutes and laws. • Develops program curricula for group counseling, support groups, and psychoeducation groups. • Ongoing revision of ACUCC policies and procedures and forms in light of changing needs of clientele, and compliance with state and federal law. 			

- Maintains clinical licensure with the State of Arizona.
- Provides guidance and resources for emergency/crisis situations.

Supervision:

- Maintains supervisor credentials with the State of Arizona.
- Selects graduate interns on an annual basis.
- Provides training supervision of graduate interns following Arizona Christian University Counseling Center's Policies and Procedures, Arizona Revised Statutes, HIPAA requirements, and appropriate professional ethics codes.
- Reviews and certifies all clinical documents.
- Conducts evaluations, develops contracts and maintains agreements with graduate programs to provide opportunities for Christian clinical graduate interns.
- Completes all required documentation and forms related to supervision of graduate interns.

Administration

- Management of day-to-day operations of the Arizona Christian University Counseling Center following the Arizona Christian University Counseling Center's Policies and Procedures.
- Completion of continuing education, review, and oversight of implementation of changes in state and federal law regarding the mental health profession (HIPAA, etc.).
- Ongoing revision of Policies and Procedures and forms in light of changing needs of clientele, coordination with meeting future needs of graduate students fulfilling practicum requirements, and accommodation of changes in state and federal law.
- Compliance with all agreements between university or seminary graduate intern degree programs and Arizona Christian University Counseling Center.

Student Development Division:

- Participates in Student Development Division meetings.
- Coordinates education opportunities for student leaders and student development staff.
- Facilitates the development of a new campus career counseling program.
- Facilitating marketing of services to all constituents (i.e. traditional and DCP students, staff and faculty, and Division of Student Development).
- Coordination with Division of Student Development to accommodate needs of current student body.