

## Director of Counseling Services

Caltech—a world-renowned science and engineering institute—is seeking an experienced clinician and leader to serve as the next Director of Counseling Services. A key mental health expert on campus, the Director will play an integral role in ensuring high quality, accessible, and innovative services that meet the unique needs of Caltech's scientifically minded, culturally diverse, and high-achieving student population.

Counseling Services, along with Health Services and Occupational Therapy, comprises Student Wellness Services (SWS), which aims to promote a culture of health and well-being for all Caltech students. The Director will serve as a senior leader within the SWS team to help advance this mission and ensure collaboration across units and the Institute. Caltech's tight-knit campus community allows for the development of strong relationships with campus partners in support of these goals.

### Position Summary

The Director of Counseling Services provides administrative leadership and management of the suite of programs and interventions provided by the Counseling Services team, as well as day-to-day supervision and performance evaluation for staff clinicians. Reporting to the Assistant Vice President (AVP) for Student Affairs and Wellness, the Director of Counseling Services will engage in collaborative decision-making; stay current with and apply best practice standards; implement innovations to meet client and community needs; and build key relationships across the Institute to support the mental health and well-being of Caltech students. The Director also will serve on the campus Care Team to help ensure early detection, intervention, and campus safety.

### Job Duties

#### Counseling Services Administrative Duties (50%)

- Provide oversight and leadership for clinical services, including the planning, assessment, and development of clinical services to meet the evolving needs of students.
- Provide performance evaluation, accountability measures, mentorship, and leadership to Counseling Services professional clinical staff members.
- Develop, revise, and maintain Counseling Services policies and procedures, including integration of relevant federal and state law, professional ethics codes, and best practices.
- In collaboration with the AVP for Student Affairs and Wellness, continually review and adapt the counseling service model to ensure student access to a broad range of interventions and modalities (e.g., stepped care, group therapy, peer support) while optimizing the utilization of clinical resources.
- Assist the AVP for Student Affairs and Wellness in quality improvement initiatives; assist in preparation of annual reports and presentations to Institute leadership on Counseling Services initiatives.

#### Clinical Consultation, Outreach, and Liaisonship (30%)

- Participate in and contribute to activities pertinent to student well-being, including serving on Institute committees, outreach, and consultation to the campus community.
- Develop and deliver engaging and original content for educational programs, workshops, training, and outreach on a variety of topics related to mental health, suicide prevention, and emotional well-being.
- Serve as primary consultant to clinical staff and Institute personnel about a variety of mental health concerns, including students at risk; serve on the campus Care Team.
- Serve as point person for communication with ProtoCall after-hours service; organize the after-hours on-call rotation; and serve as primary consultant for clinicians-on-call.
- Coordinate with consulting psychiatrist to establish coordinated client care; promptly manage any clinical concerns.
- Commitment to reasonable after-hours program, event, and crisis coverage is mandatory.

#### Clinical (10%)

- Deliver culturally competent and high-quality clinical care to Caltech students, including individual and group psychotherapy; crisis intervention, including after-hours responsibilities; suicide and homicide risk assessment; and referrals to psychiatry and community providers.
- Demonstrate exceptionally strong case formulation, treatment planning, and intervention skills, as well as sound judgment and ability to make thoughtful and well-reasoned decisions about clinical care.
- Manage requests for medical records and consult with clients regarding release of personal health information.

#### Student Wellness Services Leadership (10%)

- In conjunction with the other members of the Student Wellness Services leadership team, assume administrative leadership in the absence of the AVP for Student Affairs and Wellness.
- In collaboration with the AVP for Student Affairs and Wellness, provide consultation to staff and Institute personnel during campus-wide disasters; serve as one of the point persons for Student Wellness Services leadership in the event of campus Emergency Operations Center activation.
- Assist the AVP for Student Affairs and Wellness with special projects; other duties as assigned.

#### Required Qualifications and Education

- Doctorate in clinical or counseling psychology from an APA-accredited program.
- Licensed by the Board of Psychology as a psychologist in California, in good standing; if licensed in another state, California licensure must be obtained within 6 months of hire.
- Five (5) years of post-licensure clinical experience with evidence of increasing supervisory and administrative responsibilities over time; two (2) years in a college or university counseling environment strongly preferred.
- Excellent oral and written communication skills.

- Ability to exercise resourcefulness, good judgment, and clinical acumen in a fast-paced environment.
- Demonstrated commitment to diversity, inclusion, and multicultural competence.

#### Preferred Qualifications

- Experience working as an assistant or associate director, or a similar role, in a college or university counseling center, outpatient mental health or wellness center.
- Demonstrated capability with data analysis related to clinical service delivery, quality assurance, and staff performance.
- Experience developing and implementing a variety of approaches to demand management, including stepped care, and approaches to expanding student access across a range of modalities and interventions, including group therapy and peer support.
- Experience providing supervision and performance evaluation for professional staff members.
- Experience implementing programs and services that meet the needs of a diverse student body.
- Experience and interest in working within an integrated and cross-collaborative approach to care.

#### About Caltech

Caltech is an independent, privately supported science and engineering institute that marshals some of the world's brightest minds and most innovative tools to address fundamental scientific questions and pressing societal challenges. The Caltech community includes nearly 1,000 undergraduate and 1,400 graduate students from all over the world, in addition to over 3,500 employees, including 300 professorial faculty members and 600 research scholars. Situated in the heart of Pasadena at the foot of the San Gabriel Mountains, Caltech's 124-acre campus is 10 miles northeast of downtown Los Angeles and approximately 30 miles from the ocean. For more information, please visit the Institute's <https://www.caltech.edu>.

Caltech offers a collaborative work environment, career development opportunities, competitive pay programs, comprehensive <https://hr.caltech.edu/departments/total-rewards/benefits>, and an inclusive culture, in addition to a number of ["https://hr.caltech.edu/careers/caltech-perks."](https://hr.caltech.edu/careers/caltech-perks)

#### Application Process

Caltech has partnered with Keeling & Associates in this search process. Applications should include a resume/CV and must be sent, preferably in PDF format, to [recruiting@keelingassociates.com](mailto:recruiting@keelingassociates.com). The subject line of the email should read "Caltech—Director Counseling Services." Confidential inquiries and nominations should be addressed to Dr. Mark Patishnock, Senior Consultant, at [mpatishnock@keelingassociates.com](mailto:mpatishnock@keelingassociates.com). Applications received by October 20, 2023 will receive full consideration. The review process will continue until the position is filled.

Caltech is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to age, race, color, religion, sex, sexual orientation, gender identity, or national origin, disability status, protected veteran status, or any other characteristic protected by law.