



HIGH POINT UNIVERSITY
Position Description

Job Title: Executive Director of Counseling Services	Department: Student Life
Position Reports To: (Title) Senior Vice President of Student Life	FLSA: Exempt
Date of Last Revision: 1/20/17	

POSITION SUMMARY:

- Responsible for the comprehensive leadership, vision, supervision and day-to-day administration of the counseling division for the benefit of students at High Point University.
- Key member of Student Affairs Senior staff

QUALIFICATIONS:

Education

- Degree in PsyD or Doctoral Degree in Clinical or Counseling Psychology

Experience and Training

- Licensure as Psychologist in North Carolina or able to obtain within 6 months of employment.
- More than 10 years of experience as a director, assistant director in a college/university Counseling Center
- Supervisory experience

Knowledge, Skills, Ability:

- Knowledge of broad range of personal counseling methods
- Knowledge of work ethics in the field of psychology, psychiatry, counseling and social work.
- Knowledge of State and Federal confidentiality and privacy regulations including HIPAA regulations.
- Knowledge of training and experience in violence risk assessment and suicidal risk assessment.
- Excellent communication skills, both oral and written; strong interpersonal skills
- Ability to take 24 hour/day on-call emergency duty

ESSENTIAL FUNCTIONS:

- Establishes the mission and vision for Counseling Services and is responsible for the overall delivery of clinical services, outreach and preventive programs to meet the mental health needs of full-time undergraduate and graduate students.
- Prepares and implements strategic planning that will maximize comprehensive programs and services; using data driven decision making to support implementation of priorities.
- Develop and implement systems that provide intake and ongoing individual and group therapy services to student clients in a timely fashion; including a triage system for daytime emergencies.

- Establishes, reviews, and updates policies and procedures to support staff and student needs as appropriate; ensures continuous quality improvement in all programs and services; review and maintenance of staff certifications and licensure, accreditation standards and compliance with University policies and state and federal laws.
- Directly supervises 7 counselors and 1 administrative assistant, including hiring, firing, disciplining, scheduling, training, assigning work and ensuring completion of assigned responsibilities
- Oversight with the management of psychiatric contracted services and input to clinical staff from consulting psychiatrist.
- Develop and oversee system to provide Critical Incident Stress Services to students, as well as Title IX Sexual Assault, Dating Violence incidents.
- Develops and maintains applicable charges for services rendered for student clients.
- Development of group therapy as an alternative resource for students managing transitional issues at the university.
- Manages Counseling Services budget, web page, facility and collection and maintenance of data related to the use of Counseling Services; minimum requirements would include monthly counseling report and annual report of Counseling Services.
- Direct the development of all marketing efforts including traditional and electronic media, to deliver information of services, program events, targeted mailings of posters, brochures and other promotional activities.
- Directs efforts and communications when hospitalizations occur due to mental illness; coordinates with hospital personnel and student's return to campus with Student Affairs administration.
- 24-hour on-call rotation with other counseling staff for students with psychological crises
- Supports developmental education, as a part of the overall responsibility of Student Life; this would include support of University wide mental health screening day for programs on Anxiety, Depression, Substance Abuse, and Eating Disorders. These programs would be in partnership with other Student Life administrators.
- Supports an off-campus psychological referral system for students
- Manages counseling related training and development for students, faculty, Resident Directors and Resident Assistants
- Other duties as assigned by the Senior Vice President of Student Life

ACCOUNTABILITY:

- Supports the academic and student life mission – ultimately student success – by ensuring the delivery of effective and confidential counseling services
- Manages Counseling Services within budgetary requirements
- Supervises 8 employees

How to apply:

Apply online at:

<https://highpoint.wd1.myworkdayjobs.com/HighPoint>