



Job Title: Director of Student Wellness

Department: Student Life

Reports to: Vice President for Student Life

Classification: Full-time, salaried, exempt

Date: 3/20/2019

Job Summary: The Director of Student Wellness provides overall direction, management, and development for prevention and wellness programming. Responsible for creating and implementing health education programs, services, events, and workshops to promote holistic well-being and academic growth of students. Advocates for health and well-being as a core value of the institution and a responsibility of all campus community members. The Director provides individual and group counseling to students as it pertains to academic, mental health, and personal concerns. In partnership with the Vice President for Student Life, will act as the primary decision maker in issues related to a student's safety directly linked to mental or behavioral factors.

Essential Functions:

LEADERSHIP

- Oversee the Thresher Health Center in conjunction with Bethel College nursing faculty
- Provide initial clinical assessments, crisis intervention, and individual/group counseling for students with academic and/or personal concerns.
- Assist the Student Life staff in the planning and facilitation of clinical crisis response and student safety procedures/protocols.
- Refer students to external counseling options and assist with clinical case management of students in crisis.
- Serve as a primary decision maker in situations involving a student's mental health and/or a student's safety as a result of mental distress or behavior.
- Assist the Vice-President for Student Life by providing input regarding students in need of immediate mental health and crisis response.
- Provide in-person and online consultation services to students regarding their wellness.
- Ensure the implementation of appropriate follow-up support to students identified as having significant wellness and/or Mental Health issues.
- Provide resources to students to help them evaluate, identify, and seek assistance to maintain their health and wellness.
- Develop a schedule of health and wellness activities, programs, and events throughout the year.
- Build effective relationships with local businesses, organizations, and community partners to ensure access to student health and wellness opportunities.
- Serve on appointed college committees.

ADMINISTRATION

- Investigate critical incidents as they arise and communicate with campus partners and administrators as required.
- Continually evaluate health and wellness opportunities for Bethel College students, both on and off campus.
- Keep regular office hours and maintain a high level of visibility/accessibility.
- Prepare reports of sessions, activities and usage.
- Provide a high level of customer service to students, faculty, staff, and campus guests.
- Manage the use of funds in collaboration with the Vice President for Student Life.
- Attend Student Life staff meetings and participate, when available, at special events conducted by colleagues.

CAMPUS STAKEHOLDER

- Work with other Student Life members in carrying out common goals through on-going communication and by attending Student Life staff meetings.
- Assist other Student Life staff members as needed (i.e., during a co-worker's absence or in the event of an emergency).
- Assist Admissions with prospective student contacts as requested.
- Create and sustain effective working relationships with campus partners and stakeholders.
- Carry out other responsibilities and assignments as requested by the Vice President for Student Life.

Supervisory Responsibility: 1-2 student workers

Education and/or Experience: Master's degree in Counseling, Social Work, or a related field and a valid driver's license required.

Certifications, Licenses, Registrations: Preference will be given to those with a clinical counseling degree/license.

Skills Required:

- Work independently and take initiative to improve programs and departmental procedures
- Develop and maintain collaborative relationships and partnerships with campus/community partners and stakeholders
- Speak persuasively to large and small groups
- Demonstrate a commitment to understanding and advocacy for students from various populations, specifically those that have been traditionally marginalized
- Work well in a fast-paced, changing environment and adapt to new responsibilities, ideas and approaches
- Adapt to a schedule that will include evenings and occasional weekends.
- Respond appropriately to students in crisis, and intervene in the event of an accident or crisis situation
- Read and write sufficiently enough to complete paperwork including, but not limited to, contracts, correspondence with students, and inter-office communication
- Utilize superior time-management skills to facilitate the completion of the essential job functions

Resume and cover letter including any experience and/or contributions with diversity, equity, and inclusion may be sent to Megan Kershner, Director of Human Resources, Bethel College, 300 E. 27th Street, North Newton, KS 67117 or uploaded to the online application at www.bethelks.edu/careers. Applications accepted until the position is filled. AA/EOE