

Otis College of Art and Design

Psychologist/Counseling Administrator Student Health & Wellness Center

Job Summary:

Otis College of Art and Design is currently accepting applications for a Psychologist/Counseling Administrator. The Psychologist/Counseling Administrator provides student counseling services and crisis intervention in addition to treatment progress assessments and case reviews to determine the effectiveness of services provided. This position reports directly to the Student Health & Wellness Center (SH&WC) Director/Physician.

Responsibilities:

- Surveys students, faculty, and staff to assess student mental health needs to tailor counseling services, crisis interventions, and other related mental health treatments provided by the SH&WC. Plans and conducts periodic quality assurance reviews and implements changes as appropriate.
- Monitors implementation of mental health services; reviews and assesses treatment progress, service delivery, and referral sources; meets with on-staff psychologist/therapist(s) to discuss treatment results and improve service methodologies as needed. Develops appropriate protocols and procedures to facilitate quality student mental health operations.
- Oversees and approves budget expenses related to counseling services in consultation with the SH&WC Director/Physician. Provides administrative direction and budgetary oversight for current and future student mental health services.
- Prepares and maintains confidential case records, narratives, and statistical and/or team meeting reports. Oversees counseling records inputted into an online health record database; ensures consistent record-keeping standards and regulatory compliance. Submits reports to government agencies as mandated by law.
- Develops and disseminates promotional materials, timely email announcements, and proper referral procedures to promote the student mental health services provided by the SH&WC.
- Administers student counseling services and other mental health and wellness programs. Provides short-term individual psychotherapy and crisis intervention.
- Administers neurological/psychological screening services and interpretation of results for individual students and the Office of Disability Services as needed or as appropriate.
- Responds to acute student mental health crises sometimes involving hospitalization of the student. Manages after-hours and weekend student crisis telephone calls. Serves as an active member on the CARE Team and Behavioral Intervention Team.
- Oversees the development and implementation of preventative outreach activities, screening programs, workshops, classes, and other services for students on a variety of health and wellness topics (i.e., depression, eating disorders, alcohol and drug abuse.) Oversees the planning and presentation of information on student wellness programs and mental health services provided by the College.
- Provides consultation services for parents, faculty, and staff members regarding student-related wellness and mental health issues. Provides crisis consultation to the SH&WC Director/Physician, Dean of Student Affairs, and the Office of Disability Services. May provide crisis management trainings for various faculty and staff groups as needed.
- Maintains mandatory licensing requirements on an annual basis.
- Attends and participates in staff development programs, department related meetings, and other College assemblies. Maintains appropriate network of professional contacts and currency with professional organizations and publications. Attends and participates in professional conferences. Represents the College and/or department, as needed.
- Performs other related duties as assigned.

Qualifications:

Doctoral degree in Clinical Psychology or Counseling Psychology from an accredited educational institution is required. California licensure is required. Minimum of five (5) years of experience working with college-age students within an education setting is required. Combination of education/experience as substitute for minimum experience may be considered.

How to Apply:

Interested candidates must apply via Otis' website at <https://otis.simplehire.com> to be considered for the position.