



Director of Counseling Services

Department: Counseling

FLSA Status: Exempt

Job Status: .875 FTE

Reports To: Vice President of Student Affairs and Athletics

Grade/Level: N/A

Amount of Travel Required: minimal

Work Schedule: M-F; 8:30 a.m. - 5:00 p.m.; 11.00 months; Additional hours as directed by VPSA&A or counselors and Roos REACT Project Coordinator by situation.

Positions Supervised: Interns and/or other

POSITION SUMMARY:

Performs professional counseling and administrative duties to include the oversight of counseling and related programs or services. Assists other staff, faculty, programs, and services as needed or directed. Performs the essential functions personally, through others, or in conjunction with other faculty, staff, or outside vendors or experts.

ESSENTIAL FUNCTIONS (Duties and Responsibilities):

Reasonable Accommodations Statement

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions. Essential functions exclude Other Job Function Statement(s).

Essential Functions Statement(s)

Provides counseling to all enrolled student students who seek and/or may be referred for counseling services.

Advises appropriate individual of issues, concerns, and related matters for the assigned service area.

Serves as liaison and/or lead administrator, including personal presence when matters required particularly emergency/crisis response, intervention, and/or post-intervention coordination of resources and programs, including situations involving students who may pose a risk (to self or others) of significant self-destructive or self-injurious behavior, and/or needing a professional psychological evaluation of such reported either by the student or by agents of the institution.

Ensures compliance with related codes, laws, and policies for assigned service area and as requested by institution or local, state, and/or federal agencies.

Assists as requested/required with psychological leaves, biennial alcohol review, sexual harassment and assault, Title IX sexual misconduct cases and related victim assistance, substance abuse education, alcohol and drugs, related referrals.

Leads program assessment and analysis and follow-through with related programs.

Directs follow-up tracking with students under policy, referred for particular psychological help, or returning from absence related to psychological issues, and ensures appropriate continuity of care issues for students who report a history of mental health issues and treatment.

Maintains availability for consultation with students, faculty, and staff on a 24-hour, seven-day-a-week basis during academic year and provides ongoing training and/or assistance in understanding, responding to, and/or referring students for psychological and counseling services

Provides assistance to students who require off-campus referral resources due to psychological and related service needs beyond the scope offered by Austin College.

Provides or coordinates regular, ongoing psycho-educational programming on counseling and related issues for a traditional college population.

Provides oversight to all components of the Department of Justice grant—Roos REACT!

Other Job Function Statement(s)

Provides direction in the setting of annual goals, evaluates completion, and assists staff in the program area with execution of their duties.

Manages assigned budgets.

Participates as needed and/or requested in related teams/groups (e.g. IMPACT, student concerns, etc.) committees, campus-/division-wide events, activities and programs (opening of school, family weekend, homecoming, banquets, convocations, etc.)

Administers testing for the College as designated, to include CIRP, SAT, ACT, and other programs.

Establishes and maintains relationships with off-campus resources (e.g., health professionals and related facilities) associated with psychological services and counseling areas from the county to the DFW Metroplex area.

Other duties as assigned.

POSITION QUALIFICATIONS: (The **minimum** knowledge, skills, abilities, licenses, certifications, and behaviors necessary to perform the essential functions of the job at a fully acceptable level.)

KNOWLEDGE (Defines the mental aspects of the job. Knowledge is obtained through **education, experience, training, licensure, certification, or through a combination of the aforementioned.**)

Master's degree. Three years directly related experience. Three years of supervisory experience in a related setting.

License or Certification (To include, but not limited to: State requirements, e.g., counselor or nurse; professional certification in a specified discipline, e.g., Certified Public Accountant.)

State of Texas Professional Counselor License

SKILLS (The application of knowledge by the manual, verbal, or mental manipulation of data, words, people, or things necessary to perform the essential functions of the job.)

To perform this job successfully, an individual must:

- utilize Microsoft Office (Word, Excel, Outlook, PowerPoint) or appropriate alternative software (e.g. Datatel or College intranet) to create efficient and accurate: documents, records, files, reports, presentations, or communiqués;
- communicate effectively using a variety of styles and techniques appropriate to inform or persuade the intended audience

ABILITIES (Natural talents, developed proficiencies, and or other job-related requirements. This section includes observable behaviors or behaviors that produce observable results necessary to perform the essential functions of the job.)

To perform this job successfully, an individual must have the ability to:

- maintain regular and consistent attendance;
- use cognitive skills to: solve problems, develop, plan and implement goals, organize work or assigned projects;
- work evenings and weekends;
- attend workshops, meetings, or conferences in or out of town;
- work independently with little supervision;
- maintain ongoing active engagement of program administration and associated activities;
- network effectively and collaborate with groups and individuals, both on and off campus, to facilitate attainment of program goals and/or related issues;
- identify problems or concerns and recommend appropriate solutions and or responses;
- interpret complex or ambiguous policies, rules, laws, or regulations;
- organize work or assigned projects;
- balance multiple projects and unstructured tasks within deadlines;
- work under pressure while maintaining a professional demeanor;
- work with all levels of constituents;
- maintain confidentiality regarding sensitive matters;
- recognize change in laws, rules, and/or regulations that could impact college, division, or departmental operations;
- acquire and apply new knowledge through personal development, research, on the job experience, training or education;
- model high standards of honesty, integrity, trust, and ethical behavior.

BEHAVIORS (Required by the institution of all employees within a classification (exempt, nonexempt, managerial/supervisory) necessary to perform the essential functions of the job and are formally reviewed during the annual performance evaluation process.)

The following must be demonstrated at a fully acceptable level:

- Leadership Skills - Displays effectiveness in communication, motivation, and directing others' work.
- Planning Skills - Plans and organizes work effectively by setting goals, prioritizing tasks, and evaluating progress.
- Fiscal Management - Demonstrates sound fiscal oversight through budgeting, managing accounts, and controlling expenses.
- Cooperation with individuals supervised - Listens to suggestions or complaints, displays sensitivity, and is approachable by subordinates.
- Conflict Resolution Skills - Exhibits skill in addressing and resolving workplace conflicts.
- Mentoring Skills - Encourages and coaches staff in a positive manner and fosters

- staff development.
- Service Orientation - Exhibits a 'customer friendly' demeanor with internal and external customers.
- Teamwork - Works effectively with other employees, e.g., other managers or supervisors.

PHYSICAL REQUIREMENTS:

The following represent the physical requirements of the essential job functions.

Physical activities required are finger dexterity necessary to operate equipment used in the position, talking, seeing and hearing. Walking, sitting, bending/stooping, pushing/pulling and minimal unassisted lifting (up to 20 pounds) associated with the job duties is required.

WORK ENVIRONMENT:

Typical environment is an office setting with moderate noise.

Disclaimer: The College has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. ***It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities.*** Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the College reserves the right to change this job description and/or assign tasks for the employee to perform, as the College may deem appropriate.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Executive Signature: _____ Date: _____