

## Warren Wilson College

**POSITION TITLE:** Director of the Counseling Center

**DEPARTMENT:** Counseling

**REPORTS TO:** Dean of Students

### **POSITION SUMMARY:**

The Director of the Counseling Center through counseling, referrals, programming, training, and coaching assists students in dealing with life issues and problems so that they may strive for “lives of maturity, freedom, creativity, and joy”. The Director is also responsible for the supervision and training of a small student work crew.

### **SPECIFIC RESPONSIBILITIES:**

1. Provide short-term individual and group counseling services and referrals to community therapists and treatment programs.
2. Respond to individual and campus crises; serve as a member of the College emergency response team.
3. Lead in developing and implementing effective campus-wide responses to substance abuse and other mental health issues.
4. Offer substance abuse screening and referrals to students who request assistance or are mandated to participate.
5. Collaborate in designing training for peer Orientation leaders and the residence life staff.
6. Administer the Counseling Center: set priorities; prepare annual reports; manage the budget; organize an on-call schedule; supervise part-time staff and student crew.
7. Maintain an on-going professional relationship with the Pisgah Institute for Psychotherapy and Education/The College Consortium.
8. Serve on appropriate campus committees and task forces. Participate in Student Life Division meetings.
9. Work evenings and weekends, as needed. On-call coverage required during academic year.
10. Maintain a current clinical license.
11. Recommend personnel actions, including, but not limited to, hiring, transfer and performance evaluations.
12. Perform other duties, as requested.

**QUALIFICATIONS:**

1. Master's degree.
2. Current clinical license.
3. Substance abuse certification.
4. Five years of professional experience.
5. Broad understanding of adolescent and student development theory and practice.
6. Expertise in practice of current therapeutic treatment modalities to include but not limited to cognitive, behavioral, psychodynamic, solution focused, group counseling, psycho-educational, and family systems, within a college counseling context.
7. Working knowledge of mental health and substance abuse assessment, treatment, referral, case management, and crisis intervention.
8. Ability to link effectively with community resources/treatment providers to enhance continuity in student support activities.