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JOB POSTING
OFFICE OF HUMAN RESOURCES
July 29, 2015

POSITION: Associate Director of Counseling Services

DEPARTMENT: Academy for Academic Excellence & Student Success

DIVISION: Academic Affairs

HOURS: Full-Time, Exempt, 35 hours per week, Monday through Friday, 8:30-4:30

Note: as a member of our exempt work force there could be occasions when a commitment beyond the normal workweek may be required.

General Description:

Reporting to the Director of the Academy for Academic Excellence & Student Success (AAESS), the Associate Director for Counseling Services is responsible for supporting the Mission, Vision, and Values of the College through the design, development, implementation, and coordination of the College’s counseling services, including but not limited to: individual and group counseling, outreach and educational programming, crisis intervention, referral to outside agencies/therapists, consultation and training with faculty, staff, and program deans and directors. This is a 12 month position.

Specific Duties and Responsibilities:

- Provide individual counseling to students, faculty and staff on a short-term basis. Longer term counseling services as needed.
- Provide counseling to faculty and staff as NYCC’s Employee Assistance Program (EAP). Serve as consultant to faculty and staff with regard to mental health issues.
- Develop and implement psycho-educational programming designed to serve graduate students in a highly stressful academic environment.
- Engage in activities that generate awareness and understanding of the services provided by the Counseling Services, including outreach across campus. Develop and implement events that raise awareness about counseling services in an effort to de-stigmatize the use of counseling.
- Provide client referral services to local mental health and social service providers as deemed necessary.
- Provide emergency referral during regular business hours for clients who are experiencing acute emotional, psychological or overt psychopathology. Keep supervisor informed of current or impending situations of importance within boundaries of confidentiality.
- Provide crisis intervention on an individual and campus-wide basis as needed. Post-vention services including but not limited to: grief, bereavement, and trauma.
- Provide supervision and performance reviews for counseling staff.
- Serve as Chair of NYCC’s Student CARE Team. Serve on other college committees as assigned.
• Maintain up-to-date records.
• Manage routine administrative tasks for the Counseling Center.
• Regularly review the counseling center’s effectiveness in service delivery in collaboration with the Director of AAESS.
• Contribute to strategic planning for the department as requested.
• Assist in the development and implementation of mental health policies and procedures for counseling services and with regard to mental health across campus as needed. Review and recommend revision to institutional policy as needed.

Skills, abilities, knowledge base:

• Well-developed therapeutic and diagnostic skills.
• Ability to work collaboratively with NYCC departments and external agencies.
• Understanding of issues specific to students in stressful academic environments, their family members and partners, faculty, and staff.
• Experience, knowledge, and the desire to work with persons of many races, cultures, ethnicities, religions, sexual preferences and orientations, and values.
• Interest and experience in innovative counseling and outreach.
• Proficiency in MS Office software.
• Ability to communicate effectively, both verbally and in writing.
• High ethical standards consistent with the counseling profession.
• Excellent organizational and administrative abilities.
• Maintains a friendly, inviting, positive, cooperative, supportive, and confidential atmosphere for current and potential clients and among member of the counseling services team.
• Must possess and be able to employ creative individual and group problem-solving strategies and intervention.
• Be able to manage multiple priorities and deadlines effectively.

Methods of Accountability:

• Satisfaction with the services provided to the NYCC community including students, faculty, and staff as evident by formal and informal surveys.
• Written and oral reports to the Director of the Academy for Academic Excellence and Student Success.
• Annual performance evaluation by the Director of the Academy for Academic Excellence and Student Success.

Working Environment:

• Clean, ventilated, lighted and temperature-controlled office setting.
• Positive, collaborative, professionally supportive and academically stimulating environment.
• General office furnishings and equipment.
• Telecommunications equipment (telephone, fax), PC hardware, and software with internet access.

Qualifications:

• Doctorate degree in counseling or clinical psychology preferred. Minimum of master’s degree in counseling, clinical psychology or social work.
• Licensed as a mental health professional in New York State.
• Minimum of 3-5 years of experience in college counseling preferred; experience in working with a broad array of psychological, emotional, and developmental concerns in traditional and non-traditional graduate college-aged population including students of color, international students, and GLBTQ students.
• Knowledge and experience working with generalized and specific anxiety, stress management, depression, relationships, trauma including sexual assault, crisis counseling, addiction, veterans issues, and workshop presentations.
If you are interested in applying for this position; please submit a cover letter, resume and contact information for three professional references to: the Office of Human Resources, 2360 State Route 89, Seneca Falls, NY 13148, or e-mail your response to: sbowman@nycc.edu

* Employment is subject to the favorable result of a background investigation and where applicable, confirmation of appropriate degrees and credentialing.

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