Saint Michael’s College
Job Description

Job Title: Director of Personal Counseling

Department: Office of Personal Counseling

Supervisor or Manager: VP for Student Affairs

Date Created: 07/05/2005 Last Revised: 07/01/2009 FLSA

Status: E

Approved by (print name): ________________________ Signature: 

Our Mission: It is the mission of Saint Michael’s College to contribute through higher education to the enhancement of the human person and to the advancement of human culture in the light of the Catholic faith.

Major Objectives of the Position:
- Personal counseling, short-term therapy and crisis intervention services are offered to full-time undergraduate students
- Oversight, supervision and guidance are provided to personal counselors on staff
- Other SMC departments and off-campus constituents have an acting liaison to personal counseling services

Essential Duties and Responsibilities:
- Provides personal counseling and short term therapy to full-time undergraduate students
- Provides support in the event of a psychological crisis to full-time undergraduate students
- Offers limited consultation to graduate students and SMC staff
- Collaborates with consulting psychiatrist for clients’ case management
- Consults and collaborates with local hospital in their provision of services for psychological crises
- Consults with other health care practitioners about students’ psychological treatment needs
- Maintains confidential records of clinical services
- Writes summary reports of work done by the personal counseling staff
- Maintains knowledge of clinical issues involved in current counseling and therapy practice
- Provides educational and training services to SMC Student Service Departments
- Answers inquiries made to the department
- Supervises and guides personal counseling staff

Secondary Responsibilities:
- Refers students to other offices on campus when appropriate
- Collaborates with faculty/staff/students when appropriate with regard to individual students
- Responds to parental inquiries when appropriate
- Maintains visibility and involvement on campus in relation to non-counseling activities

Positions Supervised:
- Personal Counselors

Position’s Major Contacts:
- Personal Counseling Staff
• Career Counselors
• Administrative Assistant
• VP for Student Affairs/Dean of Students
• Director of Health Services and other HS Staff
• Other Student Service staff members
• Consulting psychiatrist

**Demonstrates Excellence in this Position:**
• Conducts clinical therapeutic work in a highly professional, ethical manner
• Proactively remains abreast of young adult developmental issues
• Keeps knowledge base current on therapeutic skills and issues
• Delivers consistent, empathic and professionally sound supervision to staff
• Maintains thorough records of service for the counseling department
• Acts as a consistent, reasonable, proactive liaison with other SMC colleagues and supervisors
• Provides service in a responsible, fair, reliable and self-initiating fashion
• Communicates in a direct, forthright, respectful manner with colleagues and supervisors
• Offers a calm and thoughtful response to upsetting and potentially crisis-based situations

**Education and Work Experience Required:**
• Advanced degree
• Previous experience in clinical counseling & short-term therapy, preferably with college-age students or young adults
• Experience in crisis intervention
• Administrative and supervisory experience necessary

**Analytic Skills Required:**
• The ability to use various analytical techniques to identify cause-and-effect relationships and then develop plans to change a situation.

**Language and Literacy Skills Required:**
• Reads and interprets a wide range of information. May interpret documents to others. Regularly writes reports and correspondence. Able to shift writing style as needed for different audiences. Regularly explains policies, listens to questions, responds, and problem solves. Speaks to individuals and small groups effectively.

**Computer/Technology Skills Required:**

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<td>Microsoft Word</td>
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Datatel                                ___ None       _x_ working knowledge      ___ intermediate      ___ highly proficient
Internet Research                 ___ None       ___ working knowledge      _x_ intermediate      ___ highly proficient
Titanium Schedule                ___ None       ___ working knowledge      ___ intermediate      _x_ highly proficient
Other:
Web page management-working knowledge

**Licenses, Certifications and Other Requirements:**
- Master’s Level or higher in Counseling Field

**Physical Demands:**
Work is often performed in a typical office environment requiring:
- Sitting in a normal seated position for extended periods of time
- Reaching by extending hand(s) or arm(s) in any direction
- Dexterity sufficient to manipulate objects with fingers, for example operating a computer keyboard
- Communication skills using the spoken word
- Vision sufficient to see within normal parameters
- Hearing sufficient to hear within normal range
- No or very limited physical effort
- No or very limited exposure to physical risk

While performing the duties of Director of Personal Counseling, the employee must occasionally lift and/or move up to 10 pounds.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a disability to perform the essential functions.

**Additional Requirements for the Job:**
- Flexibility for irregular hours when attention to student’s needs requires non-business hours work
- Availability during campus crises at any time
- Ability to correspond with and work in conjunction with local emergency personnel and other health care practitioners
- Capacity to make treatment assessments and safety plans during a crisis in an independent manner

The above job description in no way states or implies that these duties are the only duties performed by this employee. The incumbent is expected to perform other related duties necessary for the effective operation of the College.