



Position Title: Director of Counseling Services
Department: Counseling Services
Reports to: Vice President of Student Affairs
Divison: Student Affairs
Category: Exempt
Appointment: 10 months (August 1 – May 31), Full time, Salary

This is a professional position responsible for providing counseling services to students with personal, and academic concerns. These services include the planning, development and presentation of workshops and presentations on various topics. Some evening and weekend work should be expected. This position is also responsible for clinical staff (supervision).

Services Overview

Counseling Services offers a variety of services to help currently enrolled students address challenges and difficulties they may face. Our services are designed to help students understand themselves better, create and maintain healthy relationships, improve their academic performance and make satisfying career and life choices. We are dedicated to helping our students by providing brief counseling from a wide spectrum of services. Those include individual and group counseling, outreach and consultation, training and supervision, teaching, and research. If more intensive or specialized care is needed, we will assist with making referrals to health care providers in the community.

Essential Functions

1. Provide individual and/or group counseling services and conduct intakes for all TFC students desiring services.
2. Provide crisis intervention and after-hours, on-call emergency coverage.
3. Provide clinical supervision for clinical staff and interns.
4. Lead group workshops pertaining to student needs such as depression, anxiety, grief, social skills for students with Autism-Asperger's disorders, etc.
5. Prepare and conduct a broad range of outreach programs focused on the developmental needs of college students in areas such as personal growth, study skills, stress management, relationships and test anxiety to classes, student groups (i.e., clubs, organizations, RA's, etc) and other groups. Complete logistics necessary for an effective session.
6. Establish and maintain effective working relationships with students, other staff members, and the campus community. Serve as a resource to faculty and staff on student psychological, developmental and other issues.
7. Maintain confidential student and supervision files and appropriate record keeping in accordance with ethical, legal and professional standards.
8. Assist in the selection and proper use of appropriate self-evaluation instruments.

9. Prepare appropriate printed materials to promote counseling services.
10. Assist with the review and update of counseling information on the Counseling Center's website.
11. Manage departmental budget.

Desirable Knowledge Skills and Abilities

1. The successful candidate will maintain and hold to the spiritual standards of the college as presented in the catalog and employee handbook (Please refer to www.tfc.edu for more details.)
2. Demonstrate professional passion, strong professional skills and work ethic, a record of teamwork, and the ability to juggle a variety of duties while maintaining excellence, perspective, and a sense of humor.
3. Have excellent verbal and written communication skills, strong organizational ability and the ability to meet deadlines.
4. Proficient in conducting presentations and public speaking and have the ability to develop and implement outreach, preventive and educational programs.
5. Able to understand and follow appropriate ethical and best practice professional guidelines.
6. Able to establish and maintain effective relationships with students, administration, faculty, staff and the community.
7. Must be a self-starter who works well in a fast-paced, dynamic, team-oriented, and culturally diverse environment.
8. Intermediate skills in MS Office programs (Word, Power Point, Excel, Internet use) and with electronic databases.
9. Demonstrated knowledge, sensitivity, and ability to work with students from diverse ethnic, cultural and socio-economic backgrounds; a commitment to actively engage in practice with diverse populations.
10. Demonstrated skills in providing short-term individual and group counseling, crisis intervention, consultation and outreach interventions that address developmental and mental health concerns typical of college students.

Qualifications

A Master's degree required in a mental health discipline: professional counseling, social work, marriage and family therapy, clinical or counseling psychology from an accredited university. Licensure as a Professional Counselor, Social Worker, Marriage or Family Therapist or Psychologist in the State of Georgia preferred. Must be licensed as a LPC, LCSW, LMFT, etc. and become fully licensed within three years of hire. Two years of professional counseling experience, preferably in a college/university environment and/or counseling center is preferred.