



U N I V E R S I T Y
OF
T O C C O A F A L L S

Position Title: Director of Counseling Services

Reports to: Vice President for Student Affairs

Appointment: Full-time, salary, 10 months (44 weeks)

POSITION SUMMARY:

This is a professional position responsible for providing counseling services to students with personal and academic concerns and overseeing the Center for Wellness and Counseling Services. Oversight of the Center for Wellness requires management of clinical staff and possible clinical supervision or site supervision for counseling interns. This position works with other staff to manage emergency situations and crisis intervention when necessary. Services may also include planning, developing, and presenting on various topics to staff and faculty of the institution.

TASKS:

- Provide Individual and/or group counseling services and conduct intakes for all students desiring services.
- Provide crisis intervention and after-hours, on-call emergency coverage.
Provide supervision for associate staff or counseling interns.
- Provide ethically-minded management of licensed, clinical staff, including professional processing.
- Manage department resources, budget, and overall operations of the Center for Wellness.
- Establish and maintain effective working relationships with students, staff, and the campus community. Serve as a resource to faculty and staff on student psychological, developmental, and other issues.
- Maintain confidential student, management, and supervision files and appropriate record keeping in accordance with ethical, legal, and professional standard.
- Prepare and assist in appropriate instruments, evaluations, client-related materials, as well as printed or virtual promotional materials.
- Provide 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 anxiety to classes, student groups, or other groups on campus.
- Work with the VPSA and other staff to create and implement a Standard Operating Procedures resource for the area.
- Assist in Student Affairs division-wide efforts, and attend regular Student Affairs meetings.

SKILLS AND ATTRIBUTES:

Spiritually mature Christian in agreement with the college statement of faith and committed to the vision, mission and values of the University of Toccoa Falls.

Proficiency in:

Office of Human Resources



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- Professional passion and skills related to short-term individual and group counseling, and crisis intervention
- Professional management of clinical staff and counseling services with ethical and best-practice professional guidelines
- Ability to handle a variety of duties while maintaining excellence and meet deadlines
- MS office programs and familiarity with utilizing electronic databases

EXPERIENCE & EDUCATION:

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 and Family Therapist, or Psychologist in the state of Georgia. Must be fully licensed. Two years or professional counseling experience, preferably in a college/university environment or counseling center is preferred.

PHYSICAL REQUIREMENTS:

The ideal candidate must be able to complete all physical requirements of the job with or without a reasonable accommodation.

APPLICATION PROCESS:

The UTF application as well as the list of other required application materials can be found at <http://www.utf.edu/employment/>. Review of applications will begin immediately, and the position will remain open until filled. All application materials must be submitted for a candidate to be considered.

Office of Human Resources

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