

ASSISTANT DIRECTOR OF COUNSELING & WELLNESS

ABOUT THE CWC: CCAD's Counseling & Wellness Center (CWC) is seeking an energetic and creative mental health professional to fill the role of Assistant Director of Counseling & Wellness. The CWC staff is a highly collaborative and cohesive team providing a range of high-quality mental health and wellness services for our students. CWC services address the emotional, interpersonal, and academic issues that directly or indirectly pose barriers to students' progress and well-being at CCAD. We are dedicated to our mission of inspiring connection, movement, innovation, and partnership through the lens of whole-human education, and in the context to our creative community. We advocate for equity, inclusion, and compassion. We support students as they learn and practice how to **think, do, and thrive**.

SUMMARY OF RESPONSIBILITIES (includes but is not limited to the following): The Assistant Director reports to the Director of Counseling & Wellness, within the Division of Student Affairs, and plays an important leadership role within the department and the division. The Assistant Director engages in administrative roles supportive of the CWC's clinical and consultation functions and of the Director's work in co-creating and refining departmental mission, vision, structure, and scope. Direct service responsibilities include brief problem-solving therapy and crisis response, in addition to carrying an ongoing caseload and providing training supervision for trainees or staff. The Assistant Director develops and provides wellness programming, training, and consultation for the CCAD community. Commitment to ongoing professional and personal development is necessary and encouraged. Percentage of time spent in job duty responsibility categories may shift based on current needs of the CWC. Evening or weekend hours will occasionally be required.

JOB DUTIES (includes but is not limited to the following):

Direct Service

- Provide individual therapy for students consistent with CWC's scope and mission, including biopsychosocial DSM-V diagnostic assessment
- Provide intake sessions, triage and problem-solving sessions, crisis intervention response, and cover urgent walk-in hours
- Design and provide psychoeducational and/or process oriented group therapy
- Serve rotations of being on-call for afterhours crisis intervention and consultation
- Engage in case management for continuity of care and linkage/coordination with CCAD and community resources
- Consult with faculty, staff, family/support people, and students with regard to student mental health or behavioral concerns and support
- Provide training supervision and Board/Center mandated evaluation for student trainees and non-independently licensed professional staff members, as needed
- Adhere to professional codes of ethics, confidentiality law, and confidentiality protocols of the CWC

Administration

- Complete all clinical documentation within the electronic records system (Titanium Schedule)
- Participate in institutional committees or task forces, as requested
- Participate in regularly scheduled CWC team meetings and Student Affairs Division staff meetings
- Design, coordinate, and implement staff professional development seminars or opportunities to address staff development and campus service needs

- Maintain own professional development to stay knowledgeable regarding college mental health, changing trends, best practices, legal and ethical issues, or specific populations/clinical considerations
- Engage in clinical consultation with all levels of staff, as needed
- Design, coordinate, and implement case conference sessions
- Provide oversight and management of any wait lists, including disposition review and assignments of clients to staff, in collaboration with Director, as needed
- Assist Director with design and implementation of structure, function, and flow of clinical services, according to CWC scope and clinical need
- Assist Director with design and implementation of internally- and externally-facing policy, procedure, or response protocol
- If any grant or external funding is present, assist with grant application, administration, data collection/analysis, and reporting, as needed for compliance
- Assume the roles and duties of the Director in Director's absence
- Assist Director in other administrative functions or tasks, as requested

Outreach Programming

- Collaboratively or independently design and implement wellness education/promotion and outreach programming to address student needs
- Design and implement trainings for faculty, staff, or student groups regarding mental health or wellness issues and support
- Participate in CCAD institutional programming for prospective or incoming students, occasionally occurring on weekends

QUALIFICATIONS:

- Have completed at least a master's level program in a mental health field
- Are independently licensed in their field of practice
- Have a supervisory designation in their field (able to provide training supervision to trainees and non-independent staff), or are positioned to soon obtain supervisory designation
- Evidence strong therapeutic, risk assessment, and crisis intervention skills
- Have experience and competence in the treatment of trauma-related, co-morbid, or severe mental health concerns
- Are able to deliver engaging and innovative outreach, wellness, or training programming
- Demonstrate a record of teamwork and creativity
- Are able to operate within an electronic record management system (Titanium), and demonstrate technology literacy and competence (Microsoft Office Suite, Microsoft Outlook, etc.)
- Are self-motivated and able to work within flexible and fast-paced environments

PREFERRED QUALIFICATIONS:

- Have experience working in a collegiate setting
- Are down-to-earth and highly relatable with college students in therapeutic and programmatic contexts
- Demonstrate appreciation and knowledge of the process of intersectional identity development
- Experience and competence in working with LGBTQIA+ individuals, especially clients identifying as transgender, gender-queer/fluid, non-binary, or other gender identities
- Experience and competence in working with people of color

COMPENSATION: This position is full-time, exempt, and year-round. Compensation is commensurate on experience and qualifications, ranging from \$50,000-\$60,000.

How to apply: Visit <https://ccad.applicantpro.com/jobs/> and submit your application. If you're applying from any other site other than CCAD or Indeed, you will receive a follow up email 3 hours after your initial submission directing you to follow the link and complete your application. You must complete this two-step process otherwise your application will be considered INCOMPLETE.

About CCAD: Columbus College of Art & Design, founded in 1879, is one of the oldest and largest private art and design colleges in the United States with more than 1,100 undergraduate and graduate students. Undergraduate students choose from 12 majors: Photography, Industrial Design, Contemporary Crafts, Advertising & Graphic Design, Comics & Narrative Practice, Animation, Illustration, Fine Arts, Fashion Design, Interior Design, Studio Art with Emphasis in History of Art & Visual Culture and Film and Video. Graduate curriculum includes a Master of Fine Art (New Projects) and a Master of Design (Integrative Design). With strong exhibition and visiting artists programs and a commitment to the integration of business and art, CCAD is a leader in art and design education.

About Columbus: Columbus is among the Top 10 best U.S. cities for new college grads and one of the top 10 creative scenes in the country as well as one of the 15 most affordable cities in the U.S. As one of the nation's largest college towns Columbus is the type of city where creative activities flourish. There are eight distinct cultural districts that surround CCAD and there are more than 165 restaurants, pubs, and clubs in downtown alone. CCAD is a campus community located in the heart of this vibrant city.

EEO Statement

As an educational and cultural institution, a culture of equity and inclusion is not an add-on at CCAD, rather it is central to how we define creative excellence and the health of our institution. CCAD believes that a culturally diverse campus is integral to academic excellence, and our student, faculty, staff, and trustee bodies should reflect the diverse world in which we live, with attention to race, ethnicity, religious creed, national origin, age, sex, sexual orientation, gender identity or expression, and ability. CCAD sees Art & Design as universally inclusive and inherently unbiased. CCAD is an equal opportunity employer and encourages applications from individuals who will contribute to its diversity.