

ASSISTANT DIRECTOR OF COUNSELING & WELLNESS

ABOUT THE CWC: The CWC staff is a highly collaborative 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 (approximately 40-50% of duties)

- 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 if in effect
- Design and provide psychoeducational and/or process oriented group therapy
- Serve rotations of being on-call for after hours 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 (approximately 40-50% of duties)

- Process incoming appointment requests, assist with client scheduling needs, and respond to student inquiries to the counseling email
- 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 (approximately 10% of duties)

- 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:

- 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, G 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

EDUCATION and/or EXPERIENCE

- Must have a master's degree from an accredited program in a mental health field (counseling, social work, psychology)
- Must be independently licensed in their field of practice
- Must 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

COMPENSATION: This position is full-time, exempt. Compensation is commensurate on experience and qualifications. CCAD offers a benefits package including: vacation time, additional paid time off while the college is closed during winter break, sick time accrual, health and dental insurance, life and disability insurance, 403B retirement contribution, tuition remission, campus parking, and free admission to the Columbus Museum of Art.

HOW TO APPLY: Visit www.ccad.applicantpro.com/jobs/ to submit your application. When asked to upload application materials, please submit a resume/CV and a cover letter. If you are applying from any website 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, or your application will be considered INCOMPLETE.

Columbus College of Art & Design (CCAD) is committed to protecting our students, employees, and our communities from COVID-19. Toward that goal, and in consideration of guidance released by the state of Ohio, the U.S. Centers for Disease Control and Prevention (CDC), and a variety of public health authorities and professional organizations, CCAD is implementing a vaccination & booster requirement policy for its students and employees.

All employees, including on-campus, hybrid, or fully remote status, are required to receive the Covid-19 vaccination and booster shot (if eligible) as determined by CCAD and provide proof of their fully vaccinated/up to date status upon hire.

Reasonable Accommodation: Employees in need of an exemption from this policy requirement due to a medical reason, or because of a sincerely held religious belief, must request a Request for Accommodation form from Human Resources to begin the interactive accommodation process. Accommodation requests will be considered on a case-by-case basis and/or granted where they do not cause CCAD undue hardship or pose a direct threat to the health and safety of others.

Please direct any questions regarding this notice to Human Resources at humanresources@ccad.edu.

***CCAD reserves the right to modify, supplement, revise, or rescind any part of this notice as it deems necessary or appropriate with notification..**

About CCAD:

[Columbus College of Art & Design](#) teaches a diverse undergraduate and graduate student body in the midst of a thriving creative community in Columbus, Ohio. Founded in 1879, CCAD is one of the oldest private, accredited, and nonprofit art and design colleges in the United States. CCAD offers 11 BFA programs in a variety of visual art and design disciplines, a Master of Fine Arts in Visual Arts, and a Master of Professional Studies in Retail Design that produce graduates equipped to shape culture and commerce at the highest level.

At the core of CCAD is [The CCAD Way](#), one of Creative Collaboration, Intentional Inclusivity, and Proven Potential. Our [Core Values](#) of Respect, Positivity, Inspiration, and Accountability unite us. CCAD's [Presidential Commission on Diversity, Equity & Inclusion](#) works to help CCAD grow with intention into a more inclusive and equitable institution. Learn more at ccad.edu.

About Columbus:

As the 14th largest city in the country and the largest and fastest-growing city in Ohio, [Columbus](#) is collaborative, open, and dynamic. Between incredible arts and entertainment, exciting collegiate and professional sports, and a spectacular downtown riverfront of sprawling greenspace, Columbus has something for everyone. Here, you'll find all the culture and amenities you'd expect in a major city, with the friendly and approachable attitude of the Midwest. Franklin County, where Columbus is located, is the epicenter of the state's political, economic, and social presence and is home to 1.3 million residents with a median age of 34. Columbus is a top city for equality and was the recipient of a perfect score from the Human Rights Campaign in 2020. And central Ohio is serious about higher education: the [Columbus region](#) is home to 52 college and university campuses, with 22,000 annual college graduates. Because CCAD is closely tied to the city's numerous art and design spaces and ever-expanding districts, you'll have plenty of places to experience creativity and showcase your own.

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. At CCAD, we are determined to foster an environment of inclusion and equity. CCAD is an equal opportunity employer and encourages applications from individuals who will contribute to its diversity.