

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 The Director of Counseling and Wellness Services is responsible for overseeing the student counseling center operations, providing individual and group psychotherapy to students, coordinating campus-wide prevention and wellness efforts, delivering training and programming to campus community members related to student wellness and mental health, and consulting with faculty and staff on issues related to mental health, crisis intervention, and student wellness.

Must relate well to all students and work comfortably with culturally diverse populations, parents, medical and professional personnel, faculty, and other members of the CCAD community. The ability to evaluate and diagnose students and to maintain appropriate confidentiality is essential. Experience with crisis intervention as well as generalist therapy skills are expected, as are knowledge and skills in counseling adolescents and college-aged young adults.

ESSENTIAL DUTIES AND RESPONSIBILITIES include but are not limited to the following:

Supervision, Operations, Administration, and Clinical Case Management (50%):

- Assumes primary responsibility for coordinating and implementing student counseling services on campus
- Provides consultation in dealing with students who present a danger to themselves and/or others and shares necessary communication when ethically and legally appropriate
- Creates and monitors policies related to counseling services
- Oversees and manages appointments, including caseload strategy, system, management, and communication
- Oversees protocol and maintenance of student files and case histories
- Ensures counseling operation is compliant with FERPA and other regulations
- Supervises activities of contractors, vendors, and/or other professionals or paraprofessionals providing services to students
- Develops assessment plans and performs ongoing assessment of programs and services
- Manages and monitors operational budget for the Counseling & Wellness Center
- Provides supervision services, as appropriate, for clinical staff who are not yet independently licensed with the state
- Manages applicable grants, as needed, that support the counseling center's operations

Direct Clinical Services (40%)

- Provides appropriate personal counseling services to students, including urgent crisis session, ongoing psychotherapy, group therapy, among other therapeutic modalities
- Refers students to external support services when appropriate
- Assists other staff in responding to student crises, including serving as a member of the pro-staff on-call team for after-hours crisis situations

Campus Programming and Outreach (10%)

- Oversees the coordination and implementation of campus programs/workshops/presentations to students, faculty and staff related to student mental health

- Collaborates with other staff to deliver wellness education and health-related programs and services to students
- Serves on campus committees and takes a leadership role in representing the Counseling & Wellness Office to other campus units
- Participates in campus efforts to promote student success
- Consults with faculty and staff with regard to student mental health, behavioral concerns, and wellness issues
- Serves as a member of the campus Behavioral Intervention Team
- Performs other duties as assigned

SUPERVISORY RESPONSIBILITIES

Directly supervises activities and performance of the clinical counseling team. Ensures that all professional and paraprofessional staff perform their duties in accordance with the counseling center's mission and policies with regard to scope of practice. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, supervising, and training counseling staff; planning, assigning, and monitoring work; appraising performance; addressing complaints and resolving problems.

QUALIFICATIONS

The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Demonstrated history of clinical experience, preferably with college students
- Broad awareness of current challenges, trends, and initiatives of collegiate mental health, including best practices and innovative strategies to managing increasing utilization and demand for services
- Strong crisis assessment and crisis management skills
- Ability to be flexible and adapt to complex situations
- Proven ability to identify, analyze, and solve problems
- Excellent written and verbal communication skills
- Demonstrated leadership and management skills; ability to influence others with positivity and innovation
- Interpersonal skills necessary to deal effectively and courteously with students, parents/family members, faculty/staff and the public
- Demonstrated understanding of ethical and legal issues in mental health practice
- Ability to work as part of a team in a stressful environment and as part of a multi-disciplinary team
- Effective organizational and time management skills and ability to motivate
- Knowledge of crisis screening and ability to follow professional referral protocol
- Demonstrated commitment to ongoing professional development
- Knowledgeable in the dimensions of wellness and approaches to upstream prevention
- Established track record of collaboration with campus and community partners

EDUCATION and/or EXPERIENCE

Essential: Master's degree in Counselor Education or related field from an accredited four-year college or university; possession of a currently valid Ohio license as an LPC, LPCC, LSW, LISW, or Psychologist; and member in good standing with the Ohio Board or another such state agency which maintains appropriate licensure.

Preferred: Supervision credentials; three years of psychotherapy experience with college student populations in a college counseling center; experience in managing a counseling center; experience and training in trauma-focused therapy; certification in EDMR; experience counseling clients with varying gender identities, sexual orientation, and other identity based groups.

PHYSICAL DEMANDS

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 disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to sit, reach with hands and arms

- The employee frequently is required to stand; walk; and use hands to finger, handle, or feel.
- The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl.
- The employee must frequently lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is occasionally exposed to outside weather conditions.
- The noise level in the work environment is usually moderate, occurring in an open space with standard office equipment noise, as well as scattered conversation

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.

CCAD Vaccination & Booster Requirement Notice

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](http://www.ccad.edu) 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.