



JOB TITLE: Campus Director of Student Counseling Services, Wellness, and Care
DEPARTMENT: Campus Operations
CAMPUS: Portland
SUPERVISOR: VP of Campus Operations
FLSA STATUS: Exempt

MAJOR PURPOSE

Provide leadership and direction for the comprehensive Campus Student Counseling & Wellness Center. Champion the student care program to all campus constituents including but not limited to building an effective network of campus-wide care and support for students, oversight of health and wellness programming, and serving as a triage and referral agent to professional counseling partnerships.

This position is a minimum of 60% in person and on campus and is required to be available for on campus meetings, team collaboration, and other meetings as needed. Remote work options are available as agreed upon with the supervisor.

ESSENTIAL FUNCTIONS

- Provides oversight and direction for the Campus Student Counseling & Wellness Center internship program including selection, training, consultation and clinical supervision for counseling interns
- Develops protocols for the counseling center according to professional standards; update the counseling center manual with policies, forms and resources for the center
- Remains current with professional standards, laws and best practices within the field of counseling and higher education
- Offers clinical supervision and training for all staff that meets the standards of the CACREP accredited requirements and the state of Oregon Board of Licensed Professional Counselors and Therapists
- Supervises the work of the Staff Counselor, including offering clinical supervision and oversight of their work
- Oversees and manages all campus counseling services and partnerships. Provide continuous and seamless systems for students that assure timely and effective service delivery when it comes to counseling services
- Serves as a resource for Student Life staff when mental health support resources are needed. Can support Student Life staff and student leaders when a student is in need of non-emergency support services
- Manages student crisis situations in collaboration with residence life, campus ministries, and other campus undergraduate and graduate school partners, off-campus partners, and parents (per FERPA regulation)
- Knows, shares, and equips campus communities with campus/community resources while also providing active and passive educational information/experiences around the topics of wellness, health, violence prevention, and wholeness
- Partners with campus constituents, provide leadership, training, support, and insight when responding to students of concern and issues related to student's mental health needs
- Develops training, workshops, and seminars for student leaders and students regarding wellness, student care procedures, stress management, current trends in student health and wellness, depression, suicide, and other psychological issues, as

needed

- Serves as an engaged professional member of the Student Life team, including contribution to staff meetings, shared events, and learning development initiatives
- Offers Sexual Violence prevention training to all students and staff that meets the requirements of Oregon state law
- Other duties as assigned

QUALIFICATIONS

Education/Certifications

- Master's Degree in Counseling, Social Work, or closely related field required
- Licensed therapist in Oregon and Washington
- Advanced clinician with 2 or more years of post-licensure experience
- Oregon Board approved supervisor, eligible to supervise students, and in good standing with the board
- QPR Gatekeeper Trainer and able to train staff on QPR Gatekeeping and other evidence based suicide screening and prevention model

Required Knowledge/Experience

- Comprehensive knowledge of mental health
- Prior experience working with college students, student leadership programs, etc...Additionally, pastoral ministry and/or spiritual formation activities preferred
- Knowledge of the laws and ethics of the profession as well as the OARs related to the practice of professional counseling
- Prior experience with Title IX and violence prevention work

Skills/Abilities

- Commitment to engage and work effectively with diverse and multi-generational populations
- Strong problem solving skills and adaptability to changing circumstances
- Ability to work independently within a team structure and contribute to a healthy culture
- Ability to prioritize work strategically and efficiently
- Exercises sound independent judgment
- Maintains confidentiality and manages confidential information
- Ability to communicate effectively in written and oral form
- Ability to take initiative without direct supervision

WORKING ENVIRONMENT

The employee agrees to promote the values and mission of Jessup University as a private Christ-centered University and live a life consistent with biblical principles. The employee shall conduct himself/herself in a manner consistent with the Community Covenant and Statement of Faith. Additionally, the employee may play a formative role in the spiritual lives of students in a manner consistent with the Community Covenant and Statement of Faith. This may include leading devotions and/or spiritual formation groups and seeking other opportunities consistent with a biblical spiritual formation role.

WORKING CONDITION:

The employee is regularly in a typical office environment with adequate light; moderate noise levels; and tile, concrete, and carpeted floors. There are no hazardous or significantly unpleasant conditions.

PHYSICAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION

While performing the duties of this job, the employee is regularly required to talk or hear and frequently required to stand, walk, sit, and use hands to handle files, computers, and phones; reach with hands and arms; stoop, crouch and kneel. Frequent and regular repetitive movements required using the wrists, hands, and/or fingers. The employee will occasionally lift and/or move up to 25 pounds. Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The above statements and job description are intended to describe the nature and level of work being performed within this job. They are not intended to be an exhaustive list of all responsibilities, duties and tasks. Other similar or additional duties are to be performed or assigned. Job descriptions are not intended as and do not create employment contracts. Jessup University maintains its status as an at-will employer. Employees may be terminated for any reason not prohibited by law.

I acknowledge I have reviewed the content of this job description and understand that to perform this job successfully, I must be able to perform the essential duties with or without accommodation. If I am requesting any reasonable accommodations in order to perform my job, I must immediately inform my supervisor or Human Resources.

Employee Signature

Date