



Mississippi College

A CHRISTIAN UNIVERSITY

DIRECTOR OF MC STUDENT COUNSELING & DISABILITY SERVICES

PURPOSE: Reporting to the Associate Provost & Graduate Dean, the Director of Mississippi College Student Counseling and Disability Services is a licensed mental health professional who is responsible for the day-to-day management and administration of MC Student Counseling & Disabilities Service Center.

The Director of Student Counseling and Disability Services seeks to provide service that complements the mission of the institution and contributes to individual and interpersonal growth and development of the Mississippi College student community. The Director of Student Counseling and Disability Services position is a 12-month, full-time administrative staff position in Academic Affairs. The specific qualifications and responsibilities for the Director of Student Counseling and Disability Services are outlined below.

RESPONSIBILITIES

- Manages of the clinical and administrative staff
- Supervise students completing practicum and internship hours. Approximately five clinical hours a week is devoted to direct supervision of interns and staff.
- Ensures the financial responsibility of the unit by preparing the budget and supervising all expenditures
- Develops, implements, and enforces Counseling Center personnel policies and procedures
- Manages personnel recruitment, hiring, supervision and retention efforts
- Conducts monthly staff meetings to address administrative issues and clinical issues
- Evaluates clinicians and provides feedback through clinical note assessment and direct observation of clinical sessions
- Consults with members of the university community on issues related to college student mental health and treatment
- Gathers and maintains data for annual reports and other assessments of department performance
- Participates in the campus crisis response by being on call during the semester and providing consultation for junior staff that are on call. A rotating schedule is maintained with the Center's clinical staff.
- Maintains a client caseload of approximately 7-10 students a week. The director is more inclined to see the more complex and complicated cases.
- Organizes and implements psychoeducational outreach services on campus
- Participates in training student leaders, campus groups, faculty and departments on mental health topics and intervention strategies
- Maintains an active counseling or mental health license by securing necessary Continuing Education Units (CEUs) as required by state licensing boards
- Supervises institutional compliance with Section 504 and the Americans with Disabilities Act (ADA) and with other federal/state regulations concerning students with disabilities
- Reviews documentation of disability, including psychological, medical, academic, and educational assessments
- Supervises the Coordinator of Disability Services
- Coordinates services and equipment necessary for reasonable disability accommodations, including assistive technology and software.
- Serves as Chair of the Accessibility Committee
- Member of the Academic Appeals Committee, Foundations Committee, Internship Committee, Student Services Committee, and Students of Interest Team (weekly meeting)
- Undertake other duties as assigned.

Counseling Professional Services

- Knowledge of college mental health, college student development and the student affairs and academic affairs fields
- Knowledge of HIPAA regulations in order to ensure compliance of these standards with the Center.
- Possess abilities and attributes that enable effective representation of mental health issues in the university or college community
- Commitment to an environment of inclusion and diversity
- Coordinate emergency and crisis mental health services
- Effectively allocate resources and collaborate with faculty, student affairs staff, and other administrative colleagues to assist students with issues related to their emotional well-being, as well as their retention and academic success.
- Encourage students to develop relational skills and to examine their own values, beliefs, and academic goals.
- Create an open and safe environment that encourages students to grow and examine issues including value development, decision making, problem solving, leadership development, and personal faith commitment.
- Provide counseling and referral for personal, developmental, and academic concerns of students.

Supervision of the Coordinator of Disability Services

The Director is also responsible for the supervision of the Coordinator of Disability Services. The Coordinator is responsible for ensuring qualified students with disabilities receive equal access to educational pursuits through the provision of reasonable accommodations as defined by the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973, and other federal and state laws and regulations pertaining to persons with disabilities. This position supports student success by providing direct service to students with disabilities and by promoting access for all students. The Coordinator will perform these and other tasks:

- Field questions from students and their health care providers, faculty, and staff regarding the accommodations and needs of the students, and make appropriate recommendations to the Director of Student Counseling and Disability Services.
- Conduct disability eligibility analyses, provide referrals, and approve reasonable accommodations for qualified students with different types of chronic and temporary disabilities including but not limited to learning, physical, psychological, (chronic illness), neurological, sensory, and mobility.
- Review, analyze, access, and interpret medical and other documentation to determine appropriate academic accommodations for each qualified student.
- Maintain student data, accommodation documentation, and related records for students with disabilities, ensuring secure storage and privileged communication practices in order to comply with FERPA and ADA confidentiality laws.

QUALIFICATIONS

- A minimum of 3 years of clinical leadership experience in an administrative/supervisory capacity with preference to those with additional experience in a university setting. Priority will be given to those with mental health experience in higher education.
- Although a Master's degree in Mental Health Counseling or related area is required, a Doctorate in a mental health field is preferred.
- Candidates must be a Licensed Professional Counselor (LPC) with preference given to the LPC-Supervisor.