

<b>Title</b>	Associate Director
<b>Department(s)</b>	Mental Health Services (MHS)
<b>Reports to</b>	Director, Mental Health Service
<b>Salary Grade</b>	Commensurate with experience

The Associate Director is responsible, in conjunction with the Director of Mental Health Services (MHS), for coordination and provision of clinical services; clinical supervision of MHS treatment providers, and consultation to campus partners. The Associate Director facilitates treatment teams; maintains relationships with hospital emergency departments, inpatient units and day treatment programs; manages the MHS referral process, and participates in continuous quality improvement. In addition to administrative responsibilities, the Associate Director provides assessment and clinical care to a diverse population of Columbia University Irving Medical Center students and their dependents and supervision to junior clinicians and trainees.

**Summary of essential job functions**

- Serves as point person for staff and University administrators in Director’s absence.
- Consults with faculty, administrators, and community providers about students of concern and campus-wide mental health issues, including outreach and education to students and campus partners.
- Administrative duties as required, including personnel recruitment, presentation development, report/grant writing, assessment, and research and survey design.
- Participation in SHS Quality Improvement activities and oversight of MHS Quality Improvement and Peer Review process.
- Oversight of MHS referral network, including recruitment of providers to our custom network and quality assurance of referral list and acting as liaison to hospital emergency departments, inpatient facilities and specialty treatment programs.
- Facilitation of Clinical Treatment Teams and provision of Clinical supervision to trainees as well as more junior clinicians on the MHS team.
- Provision of clinical services, including mental health screenings, initial assessments (both in-person and via telephone), consultation and referral; short-term treatment of students in support of academic success and retention; participation in After Hours on-call including weeknights, weekends and urgent care schedule; provision of services in an interpersonally and culturally sensitive manner with documentation of care as prescribed by law and in accordance with best practices.
- Participation on committees and in team meetings within the Mental Health Service.
- Performance of a variety of other job related responsibilities as requested.

## **Minimum requirements**

- A minimum of a Master's level degree in a clinical/counseling specialty
- Current license to practice psychology in New York State.
- A minimum of 5 year's clinical experience with increasing administrative responsibilities
- Demonstrated ability to manage staff and provide clinical supervision at all levels, including trainees
- Demonstrated competence in crisis intervention, assessing need for psychiatric hospitalization, handling psychiatric emergencies, and supervising referral for inpatient care is required.
- Evidence of experience working with severe and persistent psychiatric illness in an outpatient or university setting and/or on a psychiatric inpatient unit, or the functional equivalent, is required.
- Demonstrated excellence in psychiatric assessment and diagnosis, including mastery of DSM-5 nomenclature, and an understanding of best practices in diagnostic evaluation and time-limited psychotherapy is required.
- Demonstrated proficiency in cultural competency.

## **Preferred Qualifications**

- A minimum of a Master's level degree in a clinical/counseling specialty, with a PhD or PsyD preferred
- Prior experience with and/or additional training in the psychological care of late adolescents and young adults with the following subspecialties: eating disorders, DBT, group therapy, campus outreach, multicultural psychology and substance abuse.
- Prior experience in urgent care coordination and high risk psychological evaluations.
- Prior experience working in a comparable healthcare system; experience in a university mental health service is preferred, but not required.
- Training and experience in short-term models of treatment.
- Flexibility to provide coverage during evening and/or early morning hours to accommodate student schedules.

## **Additional information**

**To apply go through HR website:**

<https://opportunities.columbia.edu/en-us/job/499771/associate-director>