

**Abilene Christian University  
Director of Counseling Center**

**Job no:** 492461

**Work Type:** Staff, Full-Time

**Location:** Abilene, TX

**Categories:** Staff, Health Services

**About ACU:** ACU is affiliated with the fellowship of the Church of Christ. All applicants must be professing Christians and willing to support the Christian mission and purpose of Abilene Christian University while employed by the university.

**Title of Position:** Director, ACU Counseling Center

**Posting Location:** Abilene Christian University - Abilene Campus

**Department:** Counseling Center

**Employee Class:** Exempt/Full-Time

**I. Basic Responsibilities:**

- A. Administration
- B. Counseling/Psychotherapy
- C. Supervision and Training
- D. Education, Consultation and Public Relations

**II. Essential Duties:**

- A. Administration
  - 1. Oversee daily functioning of all aspects of the Counseling Center.
  - 2. Partner with the Medical Clinic Practice Manager to oversee front office operations, including co-supervision of the Office Manager and student employees.
  - 3. Budgeting and related bookkeeping, outcome assessment and satisfaction survey evaluation.
  - 4. Maintain daily statistics and submit periodic reports to ACU Administrators, the Board of Trustees and the President of the University (as requested).
- B. Counseling/Psychotherapy
  - 1. Process intake documents and assign clients to staff counselors and interns.
  - 2. Provide individual, couple, family and group therapy as needed.
  - 3. Maintain Records as mandated by laws of the state and ethical guidelines of the profession.
  - 4. Be available for crisis counseling during and after hours.
  - 5. Collaborate and partner with ACU's Psychology Clinic and the Marriage and Family Institute to provide comprehensive mental health care services to students, faculty and staff. Explore ways to deliver campus-wide solutions to mental health issues.
  - 6. Coordinate with Timely MD partners who provide telehealth counseling through Wildcat Care.

C. Supervision and Training

1. Provide weekly supervision to all clinical staff and all practicum students working in the Counseling Center.
2. Plan staff meetings and in-service training experiences.
3. Develop and maintain a practicum-training manual and work with the Psychology and Marriage and Family departments to coordinate graduate practicum training at our site

D. Education, Consultation and Public Relations

1. Sponsor workshops, seminars and mini-courses on relevant topics as a means of providing educational and skill-building opportunities to many who might not seek this information through individual counseling.
2. Maintain a resource library in the Counseling Center.
3. Be available for and actively seek opportunities to speak to classes, special interest groups (both on campus and in the community), faculty/departments, churches, physicians, etc. about applied aspects of psychology and the behavioral sciences, medical issues and the health sciences.
4. Serve as a member of the ACU Emergency Management Team to help facilitate and prepare for a mental health response to crises.
5. Serve as a member of the Behavior Intervention Team.

**III. Professional Development Requirements:**

- A. Psychotherapy, assessment, teaching and supervision skills
- B. Basic administrative and leadership skills
- C. Team building and networking skills
- D. Computer knowledge and skills

**IV. Qualifications:**

A. Professional

1. Master's degree and professional licensure in a mental health care field required, doctorate preferred.
2. Annual continuing education to meet standards for licensure and other certification.
3. Credentialing that allows for supervision of master's level trainees and staff pursuing advance credentialing.

B. Personal

1. Interest in and experience with developmental and mental health issues germane to a college age population.
2. Ability to lead and work with a multidisciplinary team of healthcare providers.
3. Ability to multi-task and deal calmly with crisis situations.

**V. Physical Demands:**

- A. Good physical health and stamina.
- B. Ability to tolerate and manage emotional stress
- C. Ability to endure extended periods of sitting

**VI. Additional Information:**

ACU does not discriminate on the basis of race, color, age, sex, disability, genetic information, national or ethnic origin in employment opportunities, in keeping with applicable state and federal law.

ACU is committed to maintaining a safe and secure campus environment and protecting the university's financial and physical assets. Therefore, Abilene Christian University conducts background checks on all candidates for employment in security sensitive positions.

VII. **Advertised:** NOVEMBER 06, 2018 Central Standard Time

VIII. **Applications Close:** Open until filled

IX. **Job Posting:** <http://acucareers.acu.edu/cw/en-us/job/492461/director-acu-counseling-center>

X. **Link to Apply:**

<https://secure.dc4.pageuppeople.com/apply/869/aw/applicationForm/initApplication.asp?IJobID=492461&sLanguage=en-us&sSourcePointer=aw&IJobSourceTypeID=796>