



Wingate University **Position Description**

Position Title: Director of Counseling Services

Founded in 1896, Wingate University is a private, comprehensive institution offering students active learning opportunities through personalized instruction, world travel, career discovery, faith development, and community service. Wingate University is a residential university with a liberal arts core located near Charlotte, North Carolina. More information about the university may be found on our website:

<http://www.wingate.edu>

FLSA Classification: Exempt Staff

Job Summary:

The Director of Counseling Services provides vision and leadership to a department that serves students in multiple ways: through supervision of a Counseling Center that provides individual and group therapy to students, through crisis management leadership, and through continual programmatic endeavors designed to improve the health and well-being of students at both the undergraduate and graduate levels on the Wingate Campus. The Director supervises two Clinical Counselors and Counseling interns. This is a full-time, 11-month administrative staff position.

Primary Duties and Responsibilities:

- Provide intakes, individual and group therapy to students in accordance with ACA's ethical standards.
- Possess and demonstrate knowledge of both efficacious and best practices treatment protocol in response to a diverse variety of presenting issues and concerns.
- Provide outreach and consultation services to faculty, staff, parents, and students regarding student well-being and encouraging early referrals and emergency consultations or assessments as needed; participate in after hours on-call rotation.
- Provide consultation to the university community on mental health issues, working to educate on warning signs of difficulty and encourage early referrals.
- Offer direct service to the campus community – research, design, and teach workshops as needed.
- Assist in the outreach and education efforts of the Wellness Task Force in implementing comprehensive prevention, wellness and health education programming through educational seminars, print materials, speakers and interactive and passive programs.
- Maintain current wellness literature and resources making information available to University constituents.
- Collaborate with other departments to enhance programmatic efforts and an ethos of shared responsibility and develop relationships with local agencies to enhance referral services; refer students to community resources as needed.
- Supervise clinical and intern staff members.
- Assure high quality internship experiences for graduate-level interns, including maintaining a positive relationship with internship program directors and faculty.
- Ensure counseling records are accurately and confidentially maintained, including the use of files and software databases.
- Provide leadership and guidance in the understanding of the ethical and legal issues involved in the provision of clinical services, and oversee adherence to the ethical and legal tenets of the profession.

- Pursue available internal and external funding to help support outreach and education efforts.
- Possess understanding of mental health-related issues that are common to this setting and population (e.g., stress, depression, anxiety, interpersonal relationship challenges, etc.)
- Evaluate and assess the effectiveness of programs and services
- Maintain and oversee establishment and implementation of mental health crisis management plan.
- Serve as mental health resource in times of crisis or emergency.
- Assist in training opportunities for faculty, staff, and student groups dealing with mental health needs.
- Advertise crisis assistance agencies and numbers in residential and academic facilities.
- Set, articulate, and implement the vision for the Office of Counseling Services.

Minimum Requirements:

- Master's degree in Counseling or a related field is required.
- Full licensure in North Carolina is preferred.
- Two years' experience in counseling services.

Salaries and benefits at Wingate are competitive and commensurate with experience.

Please send a letter of interest, resume/CV, and contact information of three references to hr@wingate.edu.

EQUAL OPPORTUNITY EMPLOYER: Wingate University abides by all federal and state laws prohibiting employment discrimination solely on the basis of a person's race, color, creed, national origin, religion, age (over 40), sex, marital status or physical handicap, except where a reasonable, bona fide occupational qualification exists. Wingate University is committed to the provisions of the Americans with Disabilities Act. Wingate University expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status.