



Dean, Emotional Health

Department: Academics

FLSA Classification: Non-Exempt

Reports To: Executive Director of Academics/Principal

Who We Are: Opening in 2009, CRJ now has student enrollment of nearly 500 young men and women. Cristo Rey Jesuit offers a rigorous college preparatory education available to students of limited economic resources in the Houston area. A unique Corporate Work Study Program places students in Houston businesses and nonprofits where they learn the expectations of the corporate world and earn up to 50 percent of the cost of their education. Cristo Rey Jesuit belongs to the national Cristo Rey Network of schools and the national Jesuit Schools Network.

Our Mission: To inspire and prepare students of limited economic resources to succeed in college and lead their communities as compassionate, committed, and competent men and women for others for the greater glory of God.

Our Vision: Compelled by our Jesuit mission and identity, we are a vibrant community that transforms the world by loving, learning, and excelling in all we do.

Read more about CRJ's teaching model and school community on our [website](#).

Our Learning Community: Cristo Rey Jesuit is a learning community of nearly 500 young men and women in grades 9 through 12 and a faculty and staff of 80 educators. Cristo Rey Jesuit students are talented, respectful, and well-behaved young men and women who participate actively in their learning endeavors. The ideal Cristo Rey Jesuit graduate is a person cognizant of God's presence in his/her life, who strives to be steadfast in faith, open to growth, committed to service and social justice, dedicated to academic excellence, and work experience. Every year, 100% of our graduates are accepted into colleges and universities. Cristo Rey Jesuit's faculty and staff are dedicated professionals who strive to embody the mission and core principles of the school, maintain the superior quality of its programs, invest directly in the lives of students, and engage in programs for their own professional and spiritual development.

Who YOU are: We are seeking a dedicated, intellectually curious and mission driven individual who is open to growth and wants to be part of our community. They will have the unique opportunity to help develop one of Houston's most promising educational options for young men and women from families with low to moderate income. An ideal candidate should have an appreciation of the school's mission and a commitment to the values of Catholic education and be comfortable modeling an active and inspiring faith life for all in the community.

The Job: The Dean of Emotional Health is responsible for assisting the Principal in managing a team of counselors and/or social workers that care for the students' psychological and social well-being at home, school, and the workplace. As the Dean of Emotional Health, he/she will assist our counselors in assisting the students and families cope with social and psychological problems that may arise at



school, at home, at work, or in the larger community that influence a student's academic and social success. The Dean of Emotional Health will collaborate with the Academic Administrators, Campus Ministry, Student Life, College readiness in the design and implementation of curriculum, prevention programs, and crisis intervention plans that address social and psychological problems relevant to our students' personal and social growth. This job description reflects management's assignment of essential job responsibilities; it does not prescribe or restrict the tasks that may be assigned.

Responsibilities: Include, but are not limited to:

Administrative Duties

- Organize and manage a team of counselors and social workers to provide psychological, social, and emotional support to students and families and the faculty and staff within the CRJ community
- Organize and manage graduate student practicum/internship program
- Directly supervise at least one master's level counselor and assist in caseload management
- Directly supervise graduate student interns from local universities
- Ensure that all counselors are up-to-date with their license and insurance requirements
- Plan and facilitate counseling department and team staffing meetings
- Develop and manage implementation of a set of counselor-specific protocols including but not limited to confidentiality, caseload management, crisis management, counseling documentation, parent communication, communication with non-counseling staff, and communication within counseling staff protocols
- Manage all psychological services provided to students and families: individual counseling, group counseling, family counseling, family support groups, parent informational meetings, etc.
- Advise for and manage crisis situations on campus and that arise after hours
- Manage and implement protocols related to collection and analysis of data for the enhancement of student support services
- Continue to develop and manage implementation of a set of school-wide counseling protocols including but not limited to after-school-hours student emergencies, student referral system, and crisis intervention protocols
- Assist & serve as consultant to the creation of school wide emergency plans
- Serve as the Mental Health consultant on campus by advising, providing professional development, and collaborating with other campus employees and departments. (i.e. Corporate Job Partners, College Guidance, Student Life, Campus Ministry, Summer Program)
- Serve on student support team with other administrators on campus
- Assist in Academic responsibilities (i.e. parent nights, lunch duty, parking duty, chaperoning retreats, CWSP orientation, etc.)
- Serve on the Operations Leadership Team - monthly meetings
- Meet with the Principal and/or President of CRJ on a bi-weekly basis.

Counseling Duties

- Provide psychological services with students and families: Conduct individual counseling with students, family therapy, parent sessions, and group therapy facilitation as needed
- Develop and implement group counseling programs on campus
- Respond to crisis situations



- Manage and support team during collaboration with local police and DFPS as needed

Community Outreach Duties

- Familiarize all counselors with social services in the community and proactively seek out services for students and families as needed
- Seek out and maintain partnerships with non-CRJ community organizations
- Under the guidance of administration, manage recruitment and hiring process of counselors
- Collaborate with and plan network-level counselors' meeting (Social Workers, LMFTs, LPCs, etc.)

Confidentiality Note - School social workers, counselors and psychologists have a unique obligation to maintain the confidentiality of their students and family members. With some frequency, an academic counselor, a member of the CWSP team, the Principal, will come to the Counseling Department to ask for input on the status of a student and the school social workers, counselors and psychologists must be able to advise while never breaching the confidentiality that is so crucial to their work with students.

Qualifications:

- Masters-level mental health provider (LCSW,LPC)
- Prior experience with high school students required
- Prior supervisory experience required
- Bilingual preferred but not required
- Values the use of evidence-based services and data to enhance student support services; ability to understand, collect, and communicate the use of data (including counseling outcome data)
- Strong written and communication skills; detail oriented; team player; ability to multitask in fast paced environment
- Candidate must be adept at building rapport and trust with people from diverse socio-economic and cultural backgrounds, including underrepresented urban youth and first-generation college students
- Values self-reflection and open discussion of clinical work with colleagues
- Demonstrated commitment to the mission of the Cristo Rey Network and model
- The ability to manage many ongoing relationships with a significant number of students
- A self-advocate who is able to assess situations and when it is necessary to engage resources and school leadership

Physical Requirements and Work Environment:

- Regularly interact with students, parents, staff and visitors.
- Be able to occasionally lift up to 30 lbs.
- Work at a desk and computer screen for extended periods of time

Compensation: Competitive salary, benefits, and paid vacation.

To apply for this position, please email your resume, cover letter to Jobs@cristoreyjesuit.org. Note Dean, Emotional Health in the subject line.

Cristo Rey Jesuit College Preparatory School of Houston and Cristo Rey Work Study Program, Inc are equal opportunity employers.