

## Director of Personal Counseling

### About ICA Cristo Rey

If you walk around the bustling halls of ICA Cristo Rey Academy, you will quickly get the feeling that something different is happening here. Ask around and you will find that our teachers, administrators, and staff view their jobs at ICA Cristo Rey Academy not as careers, but as a calling.

The Cristo Rey Network of high schools delivers a career focused, college preparatory education in the Catholic tradition for students with limited economic resources. Through the unique integration of rigorous academic curricula, four years of professional work experience, and support to and through college, Cristo Rey students are achieving their aspirations for postsecondary success at rates exceeding their peers.

### Who We Are:

- **Values-Driven:** We educate the whole student: academically, spiritually, and socio-emotionally.
- **Growth Opportunities:** We prioritize our faculty and staff's learning and growth.
- **Invested Students and Engaged Families:** Our students' families seek out our schools.
- **National Community:** Our faculty and staff are a proud part of a national movement.

### Position Summary

A **Director of Personal Counseling** oversees the counseling and mental health services provided to students. This role requires leadership in managing mental health professionals, coordinating wellness programs, and ensuring the delivery of comprehensive psychological support.

Here are key job descriptions and responsibilities for the role:

#### 1. Leadership and Management:

- Oversee the day-to-day operations of the personal counseling center.
- Supervise a team of counselors, providing guidance, training, and performance evaluations.
- Create and manage the departmental budget, including resource allocation and financial planning.

#### 2. Student Services and Support:

- Design, implement, and oversee counseling services for students seeking mental health

support, including one-on-one counseling, group therapy, and crisis intervention.

- Participate on interdisciplinary student success teams to ensure holistic student support
- Develop and ensure the provision of culturally sensitive and inclusive counseling services.
- Maintain confidentiality and ensure client privacy in line with ethical guidelines (e.g., HIPAA, FERPA).
- Offer consultations and workshops addressing mental health, stress management, and personal development.

### **3. Program Development and Assessment:**

- Develop, implement, and evaluate mental health programs and services, including wellness initiatives, outreach activities, and preventive mental health education.
- Regularly assess the effectiveness of counseling services and modify programs based on data and client feedback.
- Monitor and report on trends in mental health to adapt services to emerging needs.

### **4. Collaboration and Community Outreach:**

- Build relationships with departments across the organization (such as student services, faculty, or human resources) to promote mental health awareness and integrate support services.
- Liaise with external mental health professionals, hospitals, and community organizations for referrals and partnerships.
- Serve as a consultant to other departments regarding student or employee mental health needs and well-being.

### **5. Crisis Management:**

- Direct crisis intervention services and ensure that staff are adequately trained to handle emergency mental health situations.
- Coordinate with emergency services and legal entities as needed during critical situations (e.g., suicide prevention, trauma response).
- Serve as a point of contact in the event of mental health emergencies, providing leadership and guidance.

### **6. Policy Development and Compliance:**

- Develop and enforce counseling center policies and procedures in accordance with institutional and legal standards.

- Ensure compliance with state and federal regulations concerning mental health services, including licensure requirements and reporting protocols.
- Advocate for the mental health needs of the community within institutional governance structures.

## **7. Professional Development and Training:**

- Lead professional development opportunities for the counseling team to stay current with best practices in mental health, diversity, and counseling interventions.
- Stay informed of changes in mental health policies, therapies, and research.

## **8. Community Life:**

- Participate in the spiritual and service life of the school community, including community events and outreach.

## **Who You Are**

### **Qualifications and Skills:**

- A Master's or Doctorate in Counseling, Clinical Psychology, Social Work, or a related field.
- Licensure as a mental health professional (LPC, LMHC, LMFT, LCSW, or equivalent).
- At least 5-7 years of experience in counseling, with 2-3 years in a supervisory or leadership role.
- Strong interpersonal, communication, and organizational skills.
- Crisis management experience and expertise in trauma-informed care.

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This role requires a combination of clinical expertise and management acumen, with a focus on enhancing the overall mental well-being of the population the center serves. The director is expected to be both a leader in mental health practice and an advocate for mental health awareness in their community.

**Salary Range:** \$80,000-\$110,000

## **How to Apply**

Please send a resume and cover letter describing your interest in and qualifications for the position to Tina Sprouse ([tsprouse@icacademy.org](mailto:tsprouse@icacademy.org)), and please include the position title in the email subject line.