

**Posted: June 16, 2022**



**RE-OPEN 6/16/22**  
**POSITION ANNOUNCEMENT**

**TITLE: ASSISTANT DIRECTOR OF COUNSELING CENTER**

**DEPT: COUNSELING CENTER**

**REG**

**TEMP**

**FULL TIME**

**PART TIME**

**STARTING RATE or SALARY RANGE Negotiable at Paygrade**

Employees being promoted to a higher classified position receive the minimum for the position or a pay rate adjustment of 8% whichever is greater.

**All regular positions also entitle the employee to several benefits including health, dental, vision, life insurance, and retirement which is largely paid by New Mexico Tech for the employee and dependents.**

**INTERNAL POSTING THROUGH: Concurrent\*** CONSIDERATION WILL BE GIVEN FIRST TO TEMPORARY AND REGULAR TECH EMPLOYEES WHO APPLY WITHIN THE 7 DAY INTERNAL POSTING. APPLICATIONS RECEIVED AFTER THE 7 DAY POSTING MARGIN WILL BE CONSIDERED WITH OTHER OUTSIDE APPLICANTS.

## **JOB DUTIES:**

Under the direction of the Director of the Counseling Center, the Assistant Director of Counseling assists in setting the overall direction for the NMT Counseling Center. The AD provides a range of counseling, case management and outreach services to students, faculty and staff. The primary area of focus is to provide mental health services to students, including testing as it related to access to services on campus. The incumbent is responsible for developing and providing training to the NMT Community so we are better prepared to meet the mental health needs of our students. In collaboration with the Director of the Counseling, develop programs to help students, faculty, and staff better understand the import role counseling has in student growth and development. Provide formal clinical supervision to trainees, as well as crisis consultation and impromptu supervision as needed.

This licensed professional performs psychological assessments towards diagnosis and the formulation of a treatment plan, the provision of focused psychotherapy and referral of students to appropriate level of care. Also participates in after hours, on-call, and urgent care coverage. The incumbent provides consultation to faculty, staff and administration, engages in mental health promotion and education to a diverse university population, and delivers preventive outreach including psychoeducational programming and evaluation.

### **Administrative**

- Creates and maintains a professional, welcoming environment for individuals visiting the Student Health Center for services and information.
- Participates in the recruitment and selection of interns/externs. (Note: incumbent of position must be qualified to provide doctoral-level supervision to diagnostic and therapy interns)
- Represents the Counseling Center and advocates for mental health and wellness on University related committees as assigned.
- Provide direct and/or indirect supervision to exempt and non-exempt staff (i.e., hiring/firing, performance evaluations, disciplinary action, approve time off, etc.).

### **Testing**

- Provide ADA testing as required through referrals.

### **Direct Services**

- Provides individual and group psychotherapy and other direct clinical interventions to a diverse student population across a broad range of presenting issues.
- Prepares and plans for therapy sessions. Completes clinical documents in accordance with HIPPA standards.
- Conducts best practices crisis assessment and intervention and arranges emergency psychiatric assessment as needed.
- Meets with walk-in clients to assess their immediate or emergency needs, and provides crisis counseling and intervention services as needed. Provides referrals to appropriate health and social service agencies for additional services as required.
- Provides short term counseling and coaching to clients to address problems and develop coping mechanisms and skills to deals with issues of stress, time management and organization.

### **Psychoeducation Training and support.**

- Serves as consultant to college staff and faculty for student development issues, behavioral threat assessment, classroom behavioral management, and the overall behavioral health of the college community.
- Plans, develops and implements educational and prevention outreach and programming in coordination with Clinical Director, especially for undeserved or special populations, and which demonstrates cultural responsiveness.
- Conducts workshops and professional development for students, faculty and staff on critical topics such as Mental Health 101, stress and time management, violence prevention/verbal de-escalation, healthy relationships, and veterans' issues.
- Responsible for the overall direction of a specific program of the Counseling Center (Training, Outreach, Assessment, Equity, Care Management)

### **Case Management**

- Utilizes the Counseling Center Assessment Psychological Symptoms (CCAPS) to assess mental health needs of college students at intake and to monitor their progress and effectiveness of therapeutic services.

- Maintains case records and data on services provided by the Wellness Center, and creates reports evaluating the effectiveness of services, using Titanium medical records system.

**Other duties as assigned**

**REQUIRED QUALIFICATIONS:**

Master's degree required - Area of study: Counseling or Clinical Psychology, Social Work, M.Ed. Current, valid license in New Mexico as an LPCC. Out-of-state licensed providers have 1 year to complete licensure requirements to become independently licensed in the State of New Mexico required. MS from an accredited program in clinical or counseling psychology or education required. Ability to administer testing for accessibility services desired. Demonstrated ability to conduct culturally proficient and focused individual and group counseling and psychotherapy. Strong skills to conduct clinical intake interviews, psycho-diagnostic assessment, diagnosis and treatment plan formulation, recommendations and disposition required. Proven ability to develop and implement culturally proficient and effective outreach programs and provide consultation, mental health promotion, and preventative psycho-educational outreach services required. Sustained knowledge and experience working with culturally diverse college populations, including ability and expertise with traditionally underserved student groups required. Knowledge of clinical supervision, organizational consulting techniques, systems and community psychology models and approaches with demonstrated skills in consultation work with professional and non-professional colleagues required. Highly effective written and verbal communication and interpersonal skills. Ability to communicate clearly and effectively orally and in writing demonstrated by skills to record in a neat, orderly and logical manner, as well as to engage in a helpful, non-judgmental manner orally in person and by phone required. University Counseling Center experience desired. Knowledge of community resources and ability to make appropriate referrals desired. Bilingual to provide therapy in English and Spanish desired. Supervisory experience desired.

Apply to: [nmtjobapps@npe.nmt.edu](mailto:nmtjobapps@npe.nmt.edu) OR NMT/ HR 801 Leroy Place Box 040, Socorro, NM 87801