

Posted: May 4, 2023



POSITION ANNOUNCEMENT

TITLE: ASSISTANT DIRECTOR

DEPT: COUNSELING CENTER

REG

TEMP

FULL TIME

PART TIME

STARTING RATE or SALARY RANGE \$60,000

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: May 12, 2023* 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 SUMMARY:

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 services, including brief focused therapy, case management, crisis intervention and preventative outreach services to students but also administers testing as it related to access to services on campus (executive functioning, dyslexia, dyscalculia). In collaboration with the Director, the AD will develop programs and provide trainings to increase understanding of the important role mental well-being has in student growth and development through mental wellness promotion and education for the Tech community as a whole. The AD will also provide supervision to office staff in absence of Director, as needed.

JOB FUNCTIONS:

Administrative 10%

- Creates and maintains a professional, welcoming environment for individuals visiting the Counseling Center for services and information.
- Participates in the recruitment and selection of interns/externs.
- 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 25%

- Provide ADA testing through referrals as required.

Direct Services 25%

- Provides individual and group therapy 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 HIPAA 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, brief therapy and coaching to clients to address problems and develop coping mechanisms and skills to deals with issues related to their well-being as they relate to their academics.

Psychoeducation Training and support 25%

- Serves as consultant to college staff and faculty for student development issues for the overall behavioral health of the college community.
- Plans, develops and implements educational and prevention outreach and programming in coordination with 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 supporting students' success and overall mental health well-being.
- Responsible for the overall direction of a specific program of the Counseling Center (Training, Outreach, Assessment, Equity, Care Management)

Case Management 10%

- Maintains case records and data on services provided by the Counseling Center, and creates reports evaluating the effectiveness of services, using existing database system.

Other duties as assigned.

REQUIRED QUALIFICATIONS:

Master's Degree in Counseling Psychology, Social Work, Education. Current, valid license in New Mexico as a mental health professional. Out-of-state licensed mental health professionals have 180 days to complete licensure requirements in the State of New Mexico. Ability to administer testing for accessibility services. 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. Proven ability to develop and implement culturally proficient and effective outreach programs and provide consultation, mental health promotion, and preventative psycho-educational outreach services. Sustained knowledge and experience working with culturally diverse college populations, including ability and expertise with traditionally underserved student groups. 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. 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. Must be licensed to practice in the state of New Mexico or be eligible to/ and obtain license within 180 days after employment.

DESIRED QUALIFICATIONS:

Ph.D. or other doctorate level equivalent in Psy.D., Psychologist. University Counseling Center experience. Knowledge of community resources and ability to make appropriate referrals. Bilingual to provide therapy in English and Spanish. Supervisory experience.

LIFTING REQUIREMENTS:

(f)requently, (o)ccasionally, or (s)eldom

| | |
|-----------------|---|
| 0 - 15 pounds | O |
| 15 - 30 pounds | S |
| 30 - 50 pounds | |
| 50 - 100 pounds | |
| 100 + pounds | |

PHYSICAL DEMANDS:

| | | | |
|--------------|-------------|-------------|----------|
| Standing 10% | Sitting 75% | Walking 10% | Pulling |
| Pushing | Lifting 5% | Stooping | Kneeling |
| Crawling | Climbing | Reaching | Other |

Apply to: nmtjobapps@npe.nmt.edu