

## Director of Wellness and Counseling Services

**POSITION:** Director of Wellness and Counseling Services

**SUPERVISOR:** Dean of Students

**DEPARTMENT:** Student Affairs

### GENERAL JOB DESCRIPTION

The Director of Wellness and Counseling Services is a member of the Student Affairs Division and should possess a strong sense of initiative to aid students in fostering the exploration and development of their overall wellness with regard to their physical and emotional health. The Director of Wellness and Counseling will provide services that help students to create healthy lifestyles through individually tailored consultations, in areas such as substance abuse awareness and prevention, stress and anger management, self-esteem, fitness and nutrition, sexual health, and grief management, while working with Student Affairs in a number of capacities to enhance the overall wellness of the student body. This position includes some evenings and weekends.

### MAJOR DUTIES AND RESPONSIBILITIES

- Supervise a staff of counselors and mental health professionals;
- Schedule appointments with students and provide individual and group counseling when necessary;
- Oversee the design, implementation, and evaluation of a wide range of preventative, psychoeducational, consultative and outreach activities and workshops that are consistent with the priorities of the Offices of Student Affairs, as well as the university's mission;
- Collaborate with the Dean of Students to facilitate the university's substance abuse education and prevention programs and services (including prevention, intervention, treatment and aftercare);
- Provide crisis/triage assessment and respond to students as needed;
- Screen clients for psychological disorders and refers off campus for psychiatric evaluation, specialized treatment or long-term therapy as needed;
- Consults with parents, medical and mental health professionals, Student Affairs staff, Faculty, Coaches and other staff about individual students as the need arises and confidentiality permits;
- Provide phone consultation after hours for psychological intervention with students;
- Provide crisis counseling to students in distress;
- Complete timely documentation and sign off on all documentation of supervisees;
- Assess students for suicidal risk using valid and reliable assessment tools;
- Aid in the development of a collaborative, multi-departmental campus Behavioral Response Team (TUActs) to discover potential students in early crisis and provide intervention strategies;
- Counter the myths, misconceptions, and stigma associated with mental illness and with the treatment of mental illness and increase the visibility and accessibility of counseling services;

- Direct prevention programming. This includes implementation and oversight of workshops, public awareness campaigns, materials development, and technology for a range of audiences and based on sound theory and evidence-based practices;
- Develop seminars and training sessions appropriate for a variety of groups including peer leaders, students, staff, and faculty in the areas involving student wellness and work closely with student leaders to aid in the development of peer support;
- Conduct needs assessment, evaluation and research. This includes collecting data necessary to track, evaluate and prepare analytical reports related to programs;
- Maintain policy support and development. This includes working with campus and community offices and agencies to implement and support current policies and procedures;
- Provide clinical supervision to graduate level interns;
- Hire and oversee student workers;
- Oversees the Counseling and Wellness Services budget; and
- Other duties as assigned.

## SKILLS & ABILITIES

- Strong organizational, interpersonal, communication, and planning skills;
- Ability to recognize and manage priorities;
- Demonstrated ability to work as a team;
- Ability to work with and manage different computer programs, web-based programs, and databases including Microsoft Office, Excel, Moodle Learning Management Systems, etc.;
- Ability to think creatively while effectively planning and coordinating work activities, schedules, priorities and the utilization of resources;
- Have knowledge of problem-solving techniques for identifying problems and determining the most appropriate course of action and decisions for their resolution; and
- Maintain strict confidentiality.

## QUALIFICATIONS FOR THE JOB

### ***Education:***

Master's degree in counseling, social work, or psychology. Must be a Licensed Professional Clinical Counselor (LPCC) or Licensed Independent Social Worker (LISW) in the state of Ohio.

### ***Experience:***

- One to three years of counseling experience
- Some (6 months – 1 year) experience in substance abuse prevention
- Experience working in higher education is strongly desired.

### ***Other:***

An understanding of and commitment to Tiffin University's Vision, Mission, and Values.

## EXPECTED KEY COMPETENCIES

<i>Interdependence:</i>	Fosters collaboration across the University
<i>Communication:</i>	Strong decision-making and communication skills
<i>Accountability:</i>	Formulates effective and progressive strategies aligned with University mission and values
<i>Respect:</i>	Creates an engaging, collaborative classroom environment by bringing diverse students and ideas together
<i>Entrepreneurship:</i>	Influences and inspires

## PHYSICAL REQUIREMENTS

Ability to sit and/or stand periodically for long periods.

## OUR COMMITMENT TO DEI



*We are strongly committed to enhancing equity, inclusion, and diversity. These values are central to our beliefs. Candidates who have worked with a diverse range of faculty, staff, and students and who can contribute to our mission of inclusivity are encouraged to identify their experiences and interests. Tiffin University actively seeks to increase the diversity of its workforce. We are dedicated to providing educational, working and living environments that value the diverse backgrounds of all people.*

***NONDISCRIMINATION POLICY:** Tiffin University is committed to a policy of nondiscrimination and equal opportunity for employees, applicant for employment, students or applicant for admission, access to educational opportunities on the basis of race, religion, personal appearance, color, sex, pregnancy, political affiliation, social-economic class, place of business, residence, religion, creed, ethnicity, national origin (including ancestry), citizenship status, physical or mental disability, age, marital status, family responsibilities, sexual orientation, gender identity, gender expression, veteran or military status (including special disabled veteran, Vietnam-era veteran, or recently separated veteran), predisposing genetic characteristics, domestic violence victim status or any other protected category under applicable local, state or federal law, including protections for those opposing discrimination or participating in any resolution process on campus or within the Equal Employment Opportunity Commission or other human rights agencies.*

*Tiffin University is an Equal Opportunity Employer*

COME JOIN OUR TEAM!

## Endless Opportunities Exist in the Dragon Family.

### Join the Dragon Family

#### **PURPOSE**

*What we are about:*  
Transforming lives through education.

#### **MISSION**

*What we do:*  
Educate students by linking knowledge to professional practice.

#### **VISION**

*What we want to be:*  
A premier university for challenging students to enhance their global competencies and 21st century skills, for success in a diverse world.



### **WE BELIEVE IN CREATING A WORLD WHERE ANYONE CAN BELONG!**



Under the leadership of President Schumacher, TU has embarked on this initiative to strengthen our approach to diversity. We are a workplace which demonstrates a culture of openness to diversity of thought and action. TU's administrators, faculty, staff and domestic and foreign students show a stronger attitude of embracing, welcoming and leveraging diversity. We have entitled this initiative, Celebrating *CultUral* Uniqueness, because not only is the culture at TU unique from other academic institutions, but we are all unique. This is something to be understood, respected and celebrated.



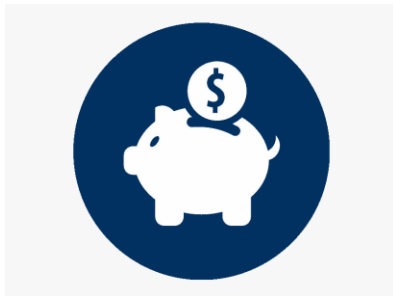
### **Stay Healthy**

We offer competitive Health, dental, vision, disability, life insurance, University HSA contribution, & FSA.



### **Family Matters**

Birthing parents will be paid up to 100% for 6 weeks plus may qualify for an additional 6 weeks of paid leave. We also offer Parental leave so you can bond with your new member of



### **Save for your future**

403B with a University match of up to 7%. Got student loans? We are a qualifying employer for PSLF. You may qualify to have your student loans forgiven after 10 years!



### **Take Time for you**

“Use what you need” time away is important we offer great annual leave time plus the benefits of working for a University with plenty of paid time off.



### **Furry Friends are family too**

Pet insurance for dogs and cats.



### **Find Balance**

On-site gym and wellness classes like goat yoga.



### **Education without Breaking the bank**

Tuition benefits available to qualifying dependents and spouses.



### **Refuel whenever you need**

Meals, snacks and beverages and a restaurant are all on campus with just a beautiful walk outside your door.