

DIRECTOR, STUDENT WELLNESS

JOB SUMMARY

Under the general direction of the area administrator, assist in providing clinical leadership, vision, and direction for counseling, behavioral health, and holistic student wellness services. This position oversees mental health services, crisis response pertaining to mental health support, case management, and wellness education, while also managing assigned operational and administrative functions of the department. The Director ensures equitable access to high-quality, evidence-based care that supports students' mental health, retention, and success.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements and duties does not exclude them from the position if the work is similar, related, or a logical assignment to this class.

1. Provide clinical leadership and supervision for mental health services, including individual, group, and crisis intervention; develop, implement, and evaluate district-wide mental health initiatives, prevention programs, and outreach efforts.
2. Oversee mental health crisis response protocols, including coordination with campus safety, behavioral intervention teams, and community providers; coordinate referrals and partnerships with community mental health agencies and hospitals.
3. Assist in the development and management of departmental budgets, ensuring fiscal responsibility and alignment with institutional priorities; oversee departmental expenditures.
4. Ensure ethical and culturally responsive clinical practice in accordance with state licensing laws, ACA/APA/CSWE standards, and best practices
5. Train, schedule, assign, supervise and evaluate the work performance of assigned staff and interns; allocate staff and resources to optimize efficiency and effectiveness; provide training, technical direction, and guidance.
6. Collaborate with faculty, staff, and administrators to integrate wellness into student success and equity initiatives
7. Perform personal and crisis counseling through direct contact with students individually, in groups, and in screenings.
8. Interpret special programs and provide information about services available through other social resources.
9. Participate in development and formulation of departmental policy and procedures; ensure compliance with legal mandates; make recommendations for improvement; support accreditation and quality improvement initiatives for mental health and wellness services; Serve as resource on student mental health needs, trends, and emerging issues.
10. Represent the District in the community and on local and statewide committees related to behavioral health, student well-being, and assigned programs; participate in community planning activities and social resource development; participate in SAFE Team.

11. Review and evaluate case records for accuracy and completeness; implement and monitor electronic health record (EHR) systems and data reporting processes.
12. Compose correspondence and reports; gather and analyze data and trends; prepare statistical reports for program planning and institutional reporting.
13. Prepare and conduct presentations on mental health topics as needed; prepare and implement recurring workshops for students and maintain a calendar of events; lead professional development and training for district community members on topics such as mental health, first aid, trauma-informed practices, and crisis response.
14. Performs other related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

1. Federal, State and local laws, policies and regulations relating to student health programs.
2. Budget development, administration, and management principles.
3. Computer applications, including word processing, spreadsheets, and databases.
4. Effective report writing techniques.
5. Grammar, spelling, punctuation, and vocabulary.
6. District organization, operations, policies, and objectives.
7. Intervention programs for emergencies and medical referrals.
8. Medical technology, procedures, and practices for the student health program.
9. Modern office practices, procedures, and equipment, including computer hardware and software.
10. Principles and practices of daily health services functions and operations, planning, management, and coordination.
11. Record-keeping techniques to include electronic filing and storage.
12. Current HIPPA compliance requirements.

Skills in:

N/A

Ability to:

1. Analyze emergency situations accurately and adopt an effective course of action; administer first aid.
2. Understand and follow oral and written directions.
3. Direct and evaluate the work of other professional and clerical health office employees, consultants, or contractors.
4. Communicate effectively both orally and in writing.
5. Develop and apply flexibility, resourcefulness, and creative approaches to unique problems with an understanding of the full college-wide context.
6. Read and interpret complex documents.
7. Manage interpersonal relations and implement conflict resolution.
8. Work independently with little direction; meet schedules and timelines.
9. Prepare and maintain a variety of records and reports.
10. Operate a variety of medical equipment in a safe and effective manner.
11. Establish and maintain cooperative and effective working relationships with others.
12. Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty, and staff.

QUALIFICATIONS AND REQUIREMENTS

Education and Experience:

1. A Master's degree from an accredited institution in Marriage & Family Therapy, social work, clinical counseling; OR
2. A Doctorate degree as a Clinical Psychologist; AND
3. Licensed as an LMFT, LCSW or Clinical Psychologist for at least two (2) years and completed (or willing to complete prior to starting) a Certified Supervisor Program valid in the state of California and by the BBS and maintain certification through professional development opportunities; AND

Licenses and Certifications:

Travel will be required for this position between District locations. Incumbent will be responsible for securing transportation to assigned locations.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals to perform the essential job functions.

Primary function requires sufficient physical ability and mobility to work in an office setting and travel from site to site; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach and twist; to lift carry, push, and/or pull light to moderate amounts of weight up to 20 pounds; to operate office equipment requiring repetitive hand movements and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information. See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment. Hear in the normal audio range with or without correction.

Work is performed primarily in a standard office setting with travel from site to site.