



## **POSITION ANNOUNCEMENT**

**Job Title:** Director of Counseling and Disability Resources Center  
**Department:** Counseling and Disability Resources Center  
**Reports To:** Assistant Vice President and Dean of Students  
**Shift/Hours:** 40 hours per week  
**Date Prepared:** June 20, 2019

### **SUMMARY**

This position manages all aspects of the department and provides leadership across the university related to disability services and mental health needs for students. Ensures reasonable learning accommodations and accessibility for self-identified students in accordance with applicable local, state, and federal law. Provides leadership and coordination for supportive services, including but not limited to: note taker services, interpreters, student testing, assistive technologies, and other accommodation needs. Provides faculty with accommodation information and consultation for creating a classroom environment that meets students' needs. Coordinates and oversees services provided by a third-party vendor for mental health/counseling services for the entire student body.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Monitors and ensures compliance with federal and state requirements associated with the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act, and the Elliott-Larsen Civil Rights Act (Michigan). Collects, reviews, interprets, and evaluates complex documentation of disability and determines reasonable and appropriate accommodations for students with disabilities. Stays current on literature related to physical, medical, psychological, sensory and learning disabilities and suggests reasonable accommodations for specific disabilities.
2. Conducts interviews and reviews medical documentation to develop appropriate accommodations for both on-ground and on-line learning environments. Works with students to determine the best learning settings and appropriate accommodations. Solves problems and develops creative solutions when barriers are present.
3. Maintains an accurate, confidential, and well-organized system for student documentation, accommodation notices, and related correspondence.
4. Provides professional consultation regarding disability services and inclusive design across the university.
5. Promotes accessible and accommodating environments for students. Identifies assistive technologies and other resources to meet students' needs.
6. Organizes and evaluates resources and quality of services for assigned students.
7. Provides current and relevant information for faculty, staff and administrators regarding disability and regulatory issues. Prepares community education presentations.
8. Provides inclusive disability awareness training for campus community. Develops knowledge of, respect for, and skills to engage with those of other cultures or backgrounds. Effectively applies group presentation skills; interpersonal, verbal, and written communication skills; and computer literacy.
9. Provides counseling for students on an as-needed basis.
10. Promotes mental health resources to students through a third-party vendor for counseling services.
11. Fosters and maintains professional relationships with student support offices and academic units. Collaborates with other university entities to ensure success of students served by the department.
12. Communicates with students and families to assist in development of educational plans.
13. Responsible for program planning and assessment. Develops and maintains up-to-date policies, processes, and procedures for delivering quality services for students with disabilities.
14. Manages department website and internal portal to ensure timely and current communication of information.
15. Manages the department budget.
16. Plans, assigns, and directs work of the department.
17. Other duties as assigned.

### **SUPERVISORY RESPONSIBILITIES**

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities may include interviewing, hiring and training; planning, assigning and directing work; addressing complaints and resolving problems.

### **QUALIFICATIONS**

The above statements reflect the general responsibilities of the position and should not be construed as a detailed description of all the work requirements that may be inherent in this position. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

### **EDUCATION AND EXPERIENCE**

Master's degree (MA) in Counseling, Special Education, Disability Studies, Social Work, Higher Education Administration, College Student Personnel, Developmental Education, Rehabilitation, Psychology, or a related area is required. Four (4) to ten (10) years related experience and/or training; or equivalent combination of education and experience). Preferred Licensed Professional Counselor (LPC), Licensed Social Worker (LSW), Licensed Clinical Social Worker (LCSW), or Licensed Master Social Worker (LMSW).

### **TO APPLY**

Please complete the application on our website at [madonna.edu/hr](http://madonna.edu/hr). Please send a letter of intent reflecting the above responsibilities and qualifications and a resume to [hr@madonna.edu](mailto:hr@madonna.edu). Current employees must complete the internal application on MY Portal >Employee Resources.