

POSITION ANNOUNCEMENT

Job Title: **Director of Counseling and Wellness**
Department: Counseling and Wellness Services
Reports To: Associate Dean of Students and Title IX Coordinator

SUMMARY

This position serves as the primary mental-health counselor/clinician for the Livonia campus providing assessment, triage, and counseling/mental health referrals for students. Coordinates and oversees services provided by a third-party vendor for mental health/counseling services for students seeking assistance. Provides leadership across the university related to student mental health needs and wellness. Works closely with Student Affairs department to implement supplemental mental health and wellness initiatives and programming.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Promotes and oversees mental health resources to students through a third-party vendor for 24/7/365 counseling, life coaching, and support services.
2. Conducts triage intake assessments for students in distress and crisis (including those with the potential risk of harm to self) and develops short-term treatment plans or refer students as appropriate to third-party vendor or agencies local to Madonna University or in a location accessible to the student for longer-term specialized care.
3. Maintains knowledge of current legal and ethical issues related to mental-health practices in higher education.
4. Demonstrates practices that support and encourage students of all intersecting identities to seek treatment and assistance.
5. Follows-up with referral agencies to promote and track student progress and success.
6. Develops a diverse and robust referral network and database. Builds cooperative and effective relationships with community mental health providers.
7. Collaborates with key university partners, including but not limited to Residence Life, Dean of Students Office, Athletics, colleges/schools, and Campus Safety to support student success and well-being.
8. Develops and delivers communications, information sessions, basic training, and presentations for campus partners and student staff/leaders regarding supporting students and peers with mental health struggles and other wellness needs. Promote services at events such as admitted student days, open houses, new student orientation programs, residential student meetings, faculty and departmental meetings, and more for students and family members.
9. Serves as a core member of the Madonna University Behavioral Intervention Team (MUBIT) to support students' academic and personal success both inside and outside the classroom.
10. Partners with Director of Residence Life to address specialized housing needs.
11. Responsible for program planning and assessment. Develops and maintains up-to-date policies, processes, and procedures for delivering quality services for students.
12. Manages department website and internal portal to ensure timely and current communication of information.
13. Manages the department budget. Collects performance data and creates reports.
14. Serves on university committees to represent the office and promote student success.
15. 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, training, and mentoring; planning, assigning and directing work of employees and/or student workers; 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. Work is performed primarily on campus and requires a flexible schedule including evening and weekend work. Travel for administrative work is expected.

EDUCATION AND EXPERIENCE: Master's degree (MA) in Counseling, Special Education, 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). In-depth knowledge of principles and practices of mental health counseling of college students.

TO APPLY: External and Internal candidates please send a *letter of intent* reflecting the above responsibilities and qualifications and a *resume* to hr@madonna.edu

MADONNA UNIVERSITY: A Catholic institution founded by the Felician Sisters, and guided by the values of St. Francis. Candidates must be committed to excellence in teaching, scholarship, and service, and support the Mission of the University. We are an equal opportunity employer committed to a culturally diverse workforce. We do not discriminate on the basis of race, religion, color, sex, age, national origin or disability. Candidates must be legally authorized to work in the United States. Verification of employment eligibility will be required at the time of hire. Thank you for your interest in employment opportunities at Madonna University.