



VACANCY NOTIFICATION

ASSOCIATE DIRECTOR OF COUNSELING AND WELLNESS

Hudson County Community College is an award-winning, comprehensive urban college with two campuses located just minutes from Manhattan in Jersey City and Union City, NJ. The Journal Square campus sits at the center of Journal Square in the center of Jersey City, next to a major PATH station and transportation hub, while the Union City campus sits adjacent to a vital light rail station.

Fully accredited by the Middle States Commission on Higher Education, the College offers courses and classes in a wide variety of disciplines to the people and businesses of Hudson County, one of the most historic and ethnically diverse areas of the United States. The College was recognized with the 2012 Association of Community College Trustees (ACCT) Northeast Regional Equity Award, was a finalist for the American Association of Community Colleges' (AACCC) Student Success Award, and was presented with the New Jersey Business & Industry Association's Good Neighbor Awards in 2009 for the Culinary Arts Conference Center and in 2012 for the North Hudson Campus Project, and in 2015 for the state-of the art, award-winning Glen Gabert Library Building.

Position Summary

Assists the Associate Dean of Advisement and Counseling with the management of the overall operations of the College's Advisement & Counseling as it relates to personal counseling, crisis response and wellness services provided to students.

Also performs all general Counselor responsibilities by providing academic advisement and related support services to students to foster academic, professional, occupational, and personal growth.

Essential Responsibilities in Counseling

- Provides confidential, short-term personal counseling and related support services to students seeking assistance with a range of mental health concerns as it relates to stress, anxiety, family or relationship problems, depression, grief or loss, academic concerns, motivation issues, patterns of academic failure, and time management.
- Provides confidential, short-term individual counseling to assist students in achieving their emotional health and wellness goals by enabling them to make lifestyle choices to achieve optimal physical, emotional and behavioral well-being. Maintains an ongoing caseload of personal counseling cases using a short-term treatment model.
- Conducts assessments, crisis/triage assessments and referrals for mental health counseling. Screens and assesses students who are referred for personal counseling. Provide crisis management/suicide risk assessment as needed.
- Conducts clinical interviews, including clinical assessment, case conceptualization and treatment plan formulation, for students with a broad spectrum of psychological problems, ranging from adjustment issues to major psychiatric disorders.
- Conducts intakes for personal counseling and makes referrals as appropriate to community agencies for psychiatric evaluation, medications and/or longer-term treatment.
- Maintains a comprehensive knowledge of psychological and counseling theory, principles, practices and techniques.
- Manages a range of administrative responsibilities, which include case management, triage services and crisis intervention services for a diverse student population.

- Makes appropriate referrals to the community for long-term counseling as needed. Coordinates, consults and creates clinical collaborations with outside referral resources (hospitals, day programs, state organizations, private providers, other universities and agencies, etc.) to support continuation of care of students.
- Serves as a student advocate in assisting students in navigating challenges regarding mental health and personal concerns that impact their academic performance.
- Creates and maintains accurate notes about student sessions in data management system. Compiles data and generates report of counseling sessions to identify counseling trends across the student population. Creates daily logs, and spreadsheets, and individual student files to track student's level of participation at scheduled/unscheduled counseling sessions, document purpose and outcome of session, and record necessary follow-up action.
- Follows and enforces departmental compliance with relevant federal, state and local regulations, established Student and Academic Affairs policies and procedures, and the rules and regulations defined by the Family Educational Rights and Privacy Act (FERPA) and Health Insurance Portability and Accountability (HIPAA). Adheres and models the code of ethics associated with specialty, license and/or certification. Operates in accordance the defined Title V grant guidelines, established departmental procedures, crisis protocol guidelines, and College policies and procedures.
- Build partnerships with community agencies that provide long-term counseling and resources.
- Initiates contacts with local agencies that provide services to community members.
- Serves in the capacity of a case manager to assist students with identifying community resources that could assist them in addressing external factors that are negatively impacting their academic success.
- Maintain a current database of community agencies and the services they provide.
- Develops and conducts various wellness workshops, presentations, group counseling, and other outreach programs to build awareness around services and techniques to decrease risk factors and improve quality of life.
- Develop programs and coordinate activities to promote counseling services offered by the college, while emphasizing the college's commitment to providing support services to students to foster academic, professional, occupational, and personal growth.
- Assist with the development and implementation of a campus education/prevention plan for emotional, social issues facing students.
- Provide workshops and other outreach programs to the college community and consults with faculty, staff, parents and students regarding mental health issues.
- Provides advocacy and training to faculty and staff on the mental health needs of a diverse student population, services offered and how to respond to student concerns.
- Leads a behavioral intervention team regarding students of concern, as directed by the Chief Student Affairs Officer.

Advisement Responsibilities

Serves in all capacities and functions of a general advisor, as needed during peak times, by providing academic support around registration, course/major selection, and graduation requirements in accordance with College's commitment to provide educational opportunities and related support services to a diverse and multi-cultural student population:

Maintains a comprehensive knowledge of current and changing academic policies and procedures, academic calendars, course catalog, developmental education matrices, etc., to ensure the currency of information provided to each student, quality of direction provided to students, and maximum student retention; Independently meets with students, gathers and clarifies information, identifies student needs, and determines level of support and services required. Identifies and addresses barriers to students' academic success. Provides advice, guidance, and intervention, as appropriate, to best address individual student issues and ensure that they have the information needed to successfully progress from College admission through graduation:

- i) Provides individual advice and counseling and serves as a resource to students regarding education preferences, registration, admission, choice/change of study major, course selections, pre- and co-requisites, course sequence, etc., referencing appropriate course catalogs and matrices, written course descriptions, and other appropriate sources of information;
- ii) Reviews and processes student requests for course drops, ads, and withdrawals;
- iii) Assists with appeals for late withdrawals and requests for student tuition waivers;
- iv) Properly utilizes the student data management system to access and view confidential student records, track status, etc.
- v) Interacts with appropriate parties to facilitate the timely review and processing of transfer credits for students.

- Assists with the monitoring and assignment of retention alert cases;
- Assists with the management of support services for students with disabilities to ensure equal Accessibility, reasonable accommodations, educational opportunities, and compliance with applicable federal rules and regulations;
- Assists with the development, implementation, and facilitation of a wellness and/or psychoeducational workshop series for the benefit of students;
- Remains flexible and adaptable in work schedules and work assignments as defined by College and departmental needs;
- Serves as alternate to the Associate Dean of Student Success, when necessary.
- Facilitates a team approach to providing counseling and support services to all students by effectively collaborating with all Academic Affairs, Student Affairs, and Center for Academic & Student Success Divisions, Division Deans, and faculty to identify and best meet the individual academic needs of each student. Actively participates in monthly staff meetings to obtain and share information, discuss current and changing administrative procedures, discuss best practices in advising and counseling, assess the effectiveness of counseling programs, etc.
- Actively participates in the development and implementation of process improvement systems specifically related to advisement and counseling operations and administrative activities to ensure the identification and quick resolution of problems, streamline and enhance existing procedures, and improve the efficiency of operating procedures.
- Continues to develop professional and management skills through independent research, networking, attending seminars and workshops, etc., to maintain awareness of current and changing trends in education and specific to disciplines in area of responsibility. Remains knowledgeable of regulatory issues specific to advisement and counseling services and administrative activities.
- Represents the College to external constituencies and projects a positive self-image of professionalism, appearance, confidentiality, courtesy, conduct, honesty, fairness, and personal integrity at all times.
- Directs and/or performs other advising and counseling services and activities, as required. Remains flexible and adaptable in work schedules and work assignments as defined by College and departmental

Position Requirements

Education & Experience

Minimum of Master's degree in counseling, mental health, psychology, social work or closely related field from an accredited college or university required. Licensure in good standing as LCSW, LPC or LMFT in the State of New Jersey required. Minimum of two years of prior experience providing individual and group counseling to a diverse population in an urban setting required. Approved Clinical Supervisor certificate preferred and highly desirable, along with experience supervising graduate students. Demonstrated ability to manage a range of administrative responsibilities, which include case management, triage services and crisis intervention services for a diverse student population. Demonstrated experience providing culturally competent services in an urban environment.

Special Knowledge, Skills and Abilities:

- Effective verbal and written communication skills, interpersonal skills, and influencing skills required to effectively collaborate with students, division deans, faculty, and all levels of employees and management.
- Effective listening and problem solving skills required with the ability to assess student issues, identify problematic or crisis situations, think conceptually, and recommend or take appropriate action.
- Ability to plan, develop, and implement marketing strategies and programs/workshops required.
- Strong crisis intervention skills with extensive experience treating a high-risk population in a Clinical setting.
- Knowledge of student development and psychological theories and principles. Experience in college mental health preferred.

To Apply: Send letter of application with references, resume, and salary requirements via email to:

Associate Director of Counseling and Wellness

E-mail: resumes@hccc.edu

For additional information and employment opportunities at HCCC, please visit:

www.njhrc.org, www.higheredjobs.com and www.latinosinhighered.com

As a New Jersey First Act Employer, new employees must establish a primary residence in New Jersey within one year unless an exemption applies.

HCCC IS AN EEO/AA EMPLOYER

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