

## **JOB ANNOUNCEMENT**

D95488 – Director of Counseling and Psychology – Student Health and Counseling Center (SHAC)

Portland State University invites applications for the position of Director of Counseling and Psychology for its Student Health and Counseling Office.

SHAC is a comprehensive center that provides health, wellness, and academic support services to PSU students. SHAC is guided by a holistic model of student well-being and offers integrated services provided by professionals in medicine, mental health, dentistry, and testing. CAPS is a SHAC service that is currently staffed by 17 mental health professionals including social workers, psychologists, and psychiatrists. The CAPS staff supports a dynamic multi-disciplinary training program for trainees in social work, counselor education, psychiatry and pre-and post doctoral psychology programs.

### **POSITION SUMMARY**

Portland State University (PSU) invites applications for the position of Director of Counseling and Psychological Services (CAPS) within the Center for Student Health and Counseling (SHAC). The position is a 12-month, 1.0 FTE appointment. The Director of CAPS is appointed by, and reports to, the Director of SHAC.

The CAPS Director provides leadership to the unit in collaboration with the CAPS Clinical Director, and is responsible for the overall administration and coordination of resources and activities including emergency/crisis services, counseling/therapy services, and outreach/consultation. The CAPS director serves on the SHAC leadership team and collaborates with other SHAC unit directors and the SHAC director to develop and implement CAPS/SHAC goals. The position is responsible for unit budget management and annual funding recommendations. As a member of the Student Affairs leadership team the CAPS Director supports the PSU mission by contributing to university policy formation and program development regarding college student mental health.

### **PRIMARY RESPONSIBILITIES INCLUDE**

- \* Oversee day-to-day operation of CAPS.
- \* Manage personnel, including recruitment, interviewing, hiring, and firing of clinical staff.
- \* Develop unit goals and participate in the development and implementation of agency goals with the CAPS Clinical Director and the SHAC Director.
- \* Make recommendations about appropriate staffing levels and types.
- \* Provide oversight of staff, schedules, and productivity.
- \* Manage the emergency and intake schedules ensuring adequate coverage.
- \* Conduct annual performance reviews for CAPS staff.
- \* Provide direct clinical services to students.

- \* Collaborate with the CAPS Clinical Director in planning and facilitating CAPS meetings and trainings.
- \* Supervise the creation and maintenance of links between the unit and other University and community organizations
- \* Serve on SHAC leadership team with other SHAC directors to ensure that students' needs are managed in a comprehensive and clinically sound fashion.
- \* Provide information and prepare material for the SHAC Director as requested (e.g., on usage, client satisfaction, etc.)
- \* Make recommendations for budget adjustments, particularly for the upcoming fiscal year.
- \* Represent CAPS to the University community on issues regarding the psychological health of students; serve on Student Affairs Leadership Team and other University committees as needed.
- \* Reports to the Director of SHAC.
- \* Represent SHAC in the absence of the SHAC Director.

## EDUCATION/EXPERIENCE REQUIREMENTS

### Skills and Requirements:

- \* Earned doctorate from an accredited university in counseling psychology, clinical psychology, counselor education, clinical social work, or other closely related discipline. If no doctorate, a masters degree in an appropriate field and at least 5 years experience in a clinical/counseling setting with at least 2 years in a clinical and/or administrative supervisory role.
- \* Minimum of 3 years experience as a staff member in a clinical or counseling setting, at least one of which should be in a clinical and/or administrative supervisory capacity.
- \* Advanced administrative skills including skills with budgeting; supervision and other personnel matters; use of technology; program development, implementation and evaluation.
- \* Demonstrated experience and/or interest in working with a multi-disciplinary staff; knowledge of the skills, laws, and ethics as they apply to different groups of mental health providers.
- \* Demonstrated commitment to a participatory model of leadership.
- \* Demonstrated commitment to promoting and enhancing diversity, which includes knowledge and ability to facilitate multicultural organizational development.
- \* Excellent clinical skills.
- \* Excellent communication skills, oral and written.
- \* Excellent interpersonal skills including mediating and negotiating skills.
- \* Ability and attributes that enable effective representation of mental health issues in the University community.
- \* Appropriate state licensure within one year of appointment.

### Preferred Qualifications:

- \* Experience working in a college counseling center.
- \* Experience with the development and implementation of campus health initiatives which have a mental health focus.
- \* Participation in local and/or national professional organizations that

represent issues relevant to higher education.

\* Advanced expertise in the area of diversity/multicultural competence as demonstrated by professional presentations, published papers, recognition for outstanding programming, leadership in national organizations, other.

\* Knowledge of the standards of accrediting organizations, e.g. American Psychological Association (APA), Accreditation Association for Ambulatory Health Care (AAAHC), other relevant organizations. Experience achieving accreditation.

\* Experience with the clinical management of high risk clients and knowledge of current “best practices” in the assessment and management of psychologically distressed students who present a threat to themselves and/or others in campus communities.

\* Preferred experience overseeing a multi-disciplinary training program.

#### SALARY RANGE

• \$85,000-\$95,000 plus an excellent benefits package which includes medical & dental health coverage, generous retirement and vacation packages, and tuition reduction for employees and their dependants at all Oregon University System Institutions

#### PORTLAND STATE UNIVERSITY

Located in downtown Portland, Portland State University is Oregon’s largest, most diverse, and only public urban university. PSU seeks to meet the needs of its increasingly diverse population (approximately 23% of the 25,000 students are racially/ethnically diverse), through its curriculum, research, student services, and community service activities. PSU’s mission is to enhance the intellectual, social, cultural, and economic qualities of urban life by providing access through the life span to a quality liberal education to undergraduates and an appropriate array of professional and graduate programs especially relevant to metropolitan areas. A successful candidate will exhibit a commitment to diversity, as our university community values campus diversity and we particularly encourage members of historically under-represented groups to apply.

#### TO APPLY

Send letter of interest, current resume, list of three references contacts, and response to the question below by email to [degrace@pdx.edu](mailto:degrace@pdx.edu). **Review of applications will begin on April 6th and will continue until finalists are identified.**

Application Question: The candidate is requested to provide a written response to the following question:

PSU Student Affairs, SHAC, and CAPS are committed to a model of participatory leadership. How do you understand participatory leadership? How would you implement this within CAPS and SHAC? How does the concept fit with your prior experience and with your personal leadership/management style?

Correspondence will be conducted primarily by e-mail. PSU is an AA/EO

institution and welcomes applications from diverse candidates and candidates who support diversity. We are located in downtown Portland, Oregon's most diverse community, and seek to meet the needs of an increasingly diverse student population through our curriculum, research, and community service activities. We are a public institution enrolling almost 25,000 students, with about 23% ethnic minorities.