



DESCRIPTION, DUTIES, & EXPECTATIONS OF POSITION

Position Title:	Director of Student Wellbeing
Personnel Classification:	Administrative Staff, Full-time, Twelve-month -- Exempt
Department:	Student Success
Position Supervisor:	Vice President and Dean for Student Success
Department Head:	Vice President and Dean for Student Success

Primary Duties: Provide leadership for a campus wide student wellbeing program in collaboration with internal and external campus partners. Provide a range of counseling, case management and outreach services to students including crisis intervention, case management, individual counseling, group counseling, wellness education, outreach, and consultation and training for faculty and staff.

Specific duties may include, but are not necessarily limited to the following:

1. Provide administrative leadership, vision, innovative strategy, assessment and advocacy for a campus student wellbeing model and campus wide group that promotes and plans prevention, education, outreach, and overall student success.
2. Oversee delivery of mental health services to Monmouth College students, including all types of individual and group counseling over a broad range of concerns and diagnosis, including psychological, emotional, behavioral, social, developmental and/or other difficulties that interfere with student success.
3. Supervise Counseling Services staff.
4. Manage Counseling Services budget.
5. Provide training and consultation to faculty, staff, and student leaders regarding the prevention and early identification of student mental health concerns.
6. Serve as an active member of the Campus Assessment, Response, and Evaluation Team (CARE Team).
7. Maintain compliance with current policies, practices, laws, and ethical standards in regard to the delivery of clinical services, including "client" confidentiality.
8. Maintain accurate records, proper confidential files, and reporting for Counseling Services.
9. Provide on-call crisis intervention and emergency services management.

10. Coordinate follow-up care with appropriate community mental health agencies as needed.
11. Select, administer, and interpret appropriate psychological tests.
12. If implemented, manage relationship with campus telehealth vendor, including promotion and evaluation of telehealth services.
13. Work collaboratively with the Psychology Department Peer Educator program and the Mindful Monmouth student organization.
14. Other duties as assigned.

Skills, Knowledge, and Abilities: Knowledge of individual and group psychotherapy and counseling theories and practices, including knowledge of treatment principles, modalities and techniques. Knowledge of case management and coordinated care techniques. Knowledge of community resources and social service agencies. Excellent interpersonal, written, and verbal communication skills. Ability to work with and relate to a culturally diverse student body, faculty, and staff, students with disabilities and other marginalized groups. Valid driver's license. Proficient in computer programs and related technology needed for the successful implementation of department processes and recordkeeping. Ability to work independently and maintain confidentiality.

Education, Experience, and Certification: Must be licensed by the State of Illinois as a Clinical Social Worker (LCSW), a Clinical Professional Counselor (LCPC) or a Clinical Psychologist. Counseling and wellness programming experience in a college student counseling center environment is highly desirable.

General Expectations of the Position: Regular and predictable attendance at work is among the essential function of the position. Evening and weekend work may be required to fulfill the responsibilities. Conduct is expected to be professional and courteous. Duties and responsibilities are to be carried out in a manner that promotes and is consistent with the intrinsic goals of Monmouth College.

Work Relationships: Reports to the Vice President and Dean for Student Success who reports to the President. Works directly with other members of the Student Success Team as well as other departments across campus. Daily contact with students, staff, and faculty.

Additions, Amendments, and Deletions: The whole or any portion of this description may be added to, amended, or deleted at any time by the position supervisor, Vice President, Human Resources, or the President. Prior review by the Human Resources Office should be completed in advance of such changes.

Distribution: One (1) copy of this document will be provided to both the employee and position supervisor. An additional copy will be maintained in the employee's personnel file.