

DIRECTOR OF STUDENT MENTAL HEALTH SERVICES

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class is responsible for the direction of the Mental Health program at Westchester Community College. Work involves ensuring sufficient and appropriate clinical counseling staff and contracted providers of mental health services meet the needs of the student community. Additionally, the incumbent is responsible for ensuring the delivery of services conforms with established departmental policies and procedures and mandates of the NYS Offices of Mental Health (OMH), Alcohol and Substance Abuse Services (OASAS), and other governing bodies. Supervision is exercised over clinical counselors, programmatic, and clerical support staff. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Develops and articulates policies and sets operational goals and objectives for mental health and alcohol and substance abuse services for students at Westchester Community College as needed;

Establishes and maintains regular and frequent liaison with Westchester County's Department of Mental Health and outside contract agencies and serves as the College's liaison to the NYS offices of Mental Health (OMH) and Alcohol and Substance Abuse Services (OASAS) to ensure compliance with NYS rules and regulations;

Co-chairs the College's Community Assessment & Risk Evaluation (CARE) team, who is responsible for reviewing and responding to reports of student behavior that may pose a risk of harm to self or others;

Co-Chairs College's Mental Task Force (MHTF) team, who uses a holistic, public health framework to assess the current culture and services related to student health

Chairs Alcohol & Other Drug Task Force, responsible for managing the College's compliance and Drug-Free Schools and Communities Act of 1989, including the drafting of the Biennial Report;

Ensures the implementation of federal Title IX regulations with respect to providing confidential reporting by students who wish to disclose incidents of sexual harassment/assault;

Supervises, reviews, and approves major operational matters such as staff licensure, annual program budgets and plans, staffing changes and patterns with other County Departments such as Mental Health, the Budget Office, and Human Resources, as well as with other managers internally;

Develops and negotiates service contracts with contracted vendors and County Departments for review and approval by appropriate College and County entities to ensure appropriate system(s) of care for students in crisis and/or students requiring additional support services are maintained;

EXAMPLES OF WORK: (Illustrative Only) (Cont'd.)

Ensures compliance with all requirements for a clinical counseling center, including those required for licensure of clinicians per state requirements; will prepare completion of all audits and required reports;

Supervises the preparation of the annual college budget for the department in coordination with the Dean of Student Life and Vice President of Student Affairs, supervises the preparation of grants applications (both state and federal) and compliance requirements associated with the management of these funds;

Develops and implements administrative procedures to ensure compliance with county, college, division, and departmental policies and financial goals and objectives;

Coordinates the assessment and evaluation of division activities; proposes changes to increase the efficacy of counseling operations;

Ensures compliance with state and federal governing bodies as they pertain to licensure requirements and ethical mandates for licensed mental health practitioners;

Oversee implementation and utilization of effective technologies to meet demands of comprehensive counseling services including but not limited to confidential note system, telehealth platforms, screening tools, and psychoeducation platforms;

Reviews and oversees processes for non-academic aspects of student withdrawals and leaves of absence for reasons pertaining to mental health, and ensures appropriate support for return provided to the student;

Assists the VP & Dean and Assistant VP and Dean in the determination of new programs and recommends approval or disapproval based on the needs of the college community;

Supervises and evaluates the work of assigned staff, including full-time and part-time mental health counselors and office staff;

Recommends time scheduling and directs the process of program planning, including the development of agency goals and objectives

Attends and participates in meetings of local, state, and collegiate professional associations and activities. Participate in seminars and conferences related to mental health counseling;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendars, e-mail, and database software in performing work assignments;

May perform other incidental tasks, as needed;

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of principles and techniques used in coordinating the delivery of mental health services; thorough knowledge of the organization and operation of the mental health services program including fiscal, budget, personnel, purchasing and data control functions; good knowledge of the techniques used in developing budgets and contracts; good knowledge of the principles and practices of public administration as they apply to mental health services administration; good knowledge of New York State rules and regulations as they apply to reimbursable programs at mental health contract agencies; ability to work cooperatively with other high level personnel; ability to supervise the work of others; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to use computer applications such as spreadsheets, word processing, e-mail and database software; initiative; tact; good judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a valid license and current registration as an LMSW*, LCSW* or LMHC, issued by the New York State Department of Education and six years of experience in the field of mental health, preferably at an institution of higher education.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.

SPECIAL REQUIREMENTS:

1. Must maintain license and registration as an LMSW, LCSW or LMHC throughout the course of employment in this title.