

# MAINE MARITIME ACADEMY

A College of Engineering, Management, Science, and Transportation

## Director of Counseling Services

Staff, Support and Professional Position

Job Code:

Date Updated: May 2022

### POSITION OVERVIEW

Employee manages and coordinates counseling, mental health education programming and substance abuse education programs for the college. These duties include, but are not limited to, assessment, referral, counseling and education. Employee also serves as an ombudsman to students. This position reports directly to the Dean of Student Services, but works very closely with student health services. May provide budget and report preparation. This is an 11-month position, with benefits, 1 August through 30 June (generally).

### DUTIES

- Provides a wide range of counseling services to students on a short to medium term basis and refers students for long-term counseling as needed.
- Designs and delivers wellness programming to students including, but not limited to, stress management, healthy coping strategies, fostering social connections and building healthy relationships. This may include curriculum development and classroom teaching in the First Year Experience and Professional Development courses for all first-year students as well as others.
- Works closely with faculty, Residential Life & Student Activities, Commandant of Midshipmen, Athletics, Campus Safety, and Student Health Services to educate and assist with programming that will encourage students to prioritize their mental health and make choices that will assist them in achieving their academic goals.
- Develops and implements peer resource programs and develops resource groups (AA, NA, Grief & Loss, Survivor Support, etc.) as needed.
- Provides and supports outreach to and from the local communities, with local service providers, and other colleges and schools in Maine.
- Maintains relationships with other Maine college counseling centers to share trends, ideas, and solutions for common concerns among the student population.

- Serves on the Academy's Behavioral Intervention Team (SEA Team) and may be asked to serve on other campus committees that involve student satisfaction and retention.
- Assists the Commandants Office and Student Services in assessing campus mental health and campus substance abuse. Provides strategies to improve both. Develops social norming campaigns.
- Maintain a social media presence for additional educational opportunities.
- Sets goals for and evaluates the effectiveness of outside counseling for students wishing to return to MMA after dismissal that required counseling.
- In the role of ombudsman serves as an advocate for students by helping them develop strategies for solving problems related to their collegiate experience.
- Maintain appropriate LCPC or LCSW license.
- Administers appropriate department budget.
- May supervise student and/or regular Academy employees and external contractors and interns.
- May be asked to provide emergency on-call services from time to time.
- May be asked to provide tele-counseling to students aboard the TSSOM or commercial vessels while at sea during training periods and to students ashore while on field experiences.

***This job description reflects the general duties of the job but is not a detailed description of all duties which may be inherent to the position. The Academy may assign reasonably related additional duties to individual employees consistent with policy and collective bargaining agreements.***

#### **MINIMUM QUALIFICATIONS**

- LCPC or LCSW license required.
- Strong verbal and written communication skills required.
- Able to work on call occasional nights and weekends required.
- Experience with college age population preferred.
- At least five years of clinical experience with substance abuse preferred.

#### **SPECIAL CONDITIONS**

- Criminal background check required.
- Participation in MMA's Random Drug Testing Program.
- Tobacco-Free Campus

## **PHYSICAL/ENVIRONMENTAL FACTORS**

- Exerting up to 10 – 20 pounds of force occasionally.
- Able to work on call occasional nights and weekends
- Use of computer keyboard and monitor

**MAINE MARITIME ACADEMY**

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|---|--|-------------------|--------|
|   |  |                   |        |
| Maine Maritime Academy Position Factor Evaluation |  |                   |        |
|   |  |                   |        |
|   | Job Title: Director of Counseling Services         | Job Code:         |        |
|   | Wage Grade: 26                                     | Total Points: 554 |        |
|   |  |                   |        |
|   | Factor   | Degree            | Points |
| 1   | Knowledge and Skill                                | 7                 | 252    |
| 2   | Effort   |                   |        |
|   | A. Mental and Visual Effort                        | 6                 | 48     |
|   | B. Physical Effort                                 | 3                 | 30     |
| 3   | Responsibility for Cost Control                    | 4                 | 32     |
| 4   | Responsibility for Others                          |                   |        |
|   | A. Injury to Others                                | 5                 | 40     |
|   | B. Supervisory Responsibility                      | 4                 | 32     |
|   | C. Sensitive Information and Records               | 5                 | 40     |
| 5   | Working Conditions                                 | 4                 | 40     |
| 6   | Responsibility for External and Internal Relations | 5                 | 40     |
|   |  |                   |        |
|   | Date of last reclassification: 05-04-2022          |                   |        |