



Executive Director-RENEW Counseling Center

Full Time / Non-Exempt / Salaried

This is a Clinical Faculty position with affiliate faculty membership in the Department of Psychology and Counseling.

REPORTS TO

- Vice President for Intercultural Learning & Engagement
- Vice President for Academic Affairs-PGS

DEPARTMENT AFFILIATION

- Office of Intercultural Learning and Engagement
- Department Of Psychology and Counseling

EFFECTIVE DATE

JULY 1, 2021

JOB SUMMARY

The Executive Director's primary role is to coordinate and direct a comprehensive counseling center providing holistic mental health services to all SNU students, the broader SNU community, and external community clients. The Executive Director will work in close partnership with the Graduate Program in Counseling as the clinic is an extension of the training services offered by the program. In addition, the Executive Director will be considered a faculty-level position and will be asked to hold a small graduate level teaching load. The Executive Director will assure that clinical policies are followed in the delivery of services and oversee a staff consisting of licensed clinicians, candidates for licensure, and master's level trainees from the Graduate Programs in Counseling.

RESPONSIBILITIES

Essential Functions:

Clinical Responsibilities

- Coordinates all aspects of staffing (e.g., hiring licensed clinicians and candidates for licensure, coordinating supervision for all non-licensed practitioners) as well as works in conjunction with the Graduate Programs in Counseling to facilitate master's level internship training opportunities.
- Coordinates and oversees psychoeducational and outreach programs provided by the clinic in conjunction with the Graduate Programs in Counseling (e.g., groups, traditional undergraduate and professional studies training and outreach events, local churches).
- Serves as a resource, and at times a consultant, for parents, students, faculty, and staff related to psychological and counseling related concerns or issues.



- Oversees and coordinates the management of emergency/crisis mental health situations. This includes being available via cell phone to residence directors and student development staff related to consultation.
- Due to the nature of the job responsibilities, it is encouraged that the Executive Director maintain a small client load in service of maintaining clinical competence.
- Adheres and remains competent on local, state, and profession specific ethics and laws related to duty to protect, privacy, documentation, maintenance of records, and the promotion of health, wellness, and access for all.
- Interacts with the universities marketing department related to management and advertisement of the clinic and relevant clinic outreach opportunities.
- Provides annual (and as needed) training on the clinics electronic medical records system (i.e., Therapynotes).
- Maintains and reports statistics related to utilization of Counseling Center services.
- Prepare and submit departmental operating budget plans and proposals on an annual basis and manage operational budgets (i.e., tracking and forecasting revenue, preparing monthly payroll) to ensure compliance with university budget targets.

Intercultural Learning and Engagement Team

- Serves as a member of the Intercultural Learning and Engagement team, collaborating on outreach efforts for the university and broader community and participates in ongoing staff meetings.
- As a member of the Vice President of Intercultural Learning and Engagement's staff, provides advice and support in the development of university-wide policy, long-range planning, and responses to issues and trends affecting the campus. This will include monitoring the effectiveness of the clinic policies and outreach efforts related to helping develop the spiritual, personal, social, physical, intellectual, and cultural development and general welfare of all students.
- Participate in support of a variety of student life activities by attendance and participation in events (e.g., athletic contests, musical events, SGA sponsored activities).

Department of Psychology and Counseling

- Maintain a teaching load of approximately 1-2 courses (negotiable with the Director of the Graduate Programs in Counseling and Vice President of Professional and Graduate Studies and in tandem approval of the VP of ILE), taught twice a year on the Bethany and Tulsa campuses. These courses will be graduate-level courses and will be assigned in conjunction with the Director of the Graduate Programs in Counseling. To be approved by the VP of ILE.



- While administrative duties overseeing the clinic are a primary responsibility, scholarly pursuits (e.g., publications, research) are encouraged.
- Serve on the Graduate Programs in Counseling Clinical Competency Interview oversight team. This will include serving as an advisor annually for 5-6 students who are completing their CCI project.
- Work in close conjunction and collaboration with the Program Director and Director of Clinical Training in the Graduate Programs in Counseling related to the continual development of training opportunities (e.g., CEU's, weekly training, special events) for students, candidates, and the broader counseling community.
- Serve as a core member of the Department of Psychology and Counseling, including attending monthly department meetings and other events (e.g., graduation ceremonies for GPC students).

Required Qualifications:

- Southern Nazarene University is an expression of the Church of the Nazarene. According to SNU policy, all faculty and staff must possess a strong personal Christian commitment and be committed to the SNU mission to make Christlike disciples through higher education in a Christ centered community.
- Knowledge of and strong commitment to the Wesleyan, Armenian theological foundation of the sponsoring denomination.
- An understanding of the importance for diversity, inclusion and equity.
- Terminal degree in a related field from a regionally-accredited institution. Priority is given to applicants who have a Ph.D. or Psy.D. in Clinical or Counseling Psychology.
- Proven leadership and interpersonal skills with vision casting capacity.
- Positive attitude and high level of energy and enthusiasm.
- Ability to work with a team in a fast-paced environment.
- Exceptional persistence and self-motivated work ethic.
- Ability to prioritize and manage multiple tasks efficiently.
- Computer/classroom technology proficiency.
- Ability to communicate effectively through written and verbal means. Demonstrated presentation skills desired.
- Success in cultivating collaborative relationships across the institution and community partnerships.



- Ability to adhere to and respect for strict confidentiality requirements.
- Obtain and maintain psychology and/or counseling licensure with the State of Oklahoma.
- Obtain and maintain supervision licensure with the State of Oklahoma.
- Obtain 20 continuing education credits every year to maintain license.
- Seven or more years of clinical experience.
- Experience working with diverse populations and intersections of identity and with both Traditional students and the Professional and Graduate Adult students.
- Classroom Teaching experience and research in field of expertise preferred.

BENEFITS

Generous benefit structure including family health insurance plan (shared cost), long term disability, dental insurance, group life insurance, retirement, tuition remission, vacation, sick leave, personal days, and holidays.

Updated: August 17, 2020

SOUTHERN NAZARENE UNIVERSITY DIVERSITY STATEMENT

Southern Nazarene University values each person created in the image of God, therefore, we also desire to be a community that reflects representation of diversity. We care about inclusion and equity through the refining of our character, the way we create culture and the way we serve Christ. Our University values reconciliation through God's love.

SOUTHERN NAZARENE UNIVERSITY NON-DISCRIMINATION/EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

Non-Discrimination/Equal Employment Opportunity Statement: Southern Nazarene University policy prohibits discrimination on the basis of race, sex, age, color, creed, national or ethnic origin, marital status, disability, genetic information, veterans status or any other legally protected class in the recruitment and admission of students, in all personnel actions or decisions including, but not necessarily limited to, recruitment, hiring, training, upgrading, promotion, demotion, termination and salary, and in the operation of all university programs, activities, and services. Any concerns regarding discrimination on the basis of categories listed above should be addressed to the appropriate person:

Students contact:

Dean of Students
Southern Nazarene University
Office of Student Life
6612 NW 42nd St.
Webster Commons, Lower Level Suite 110A
Bethany, OK 73008



405-491-6336/ Email: kbradley@snu.edu

Employees contact:

Director of Human Resources (or immediate supervisor)
Southern Nazarene University
6729 NW Expressway
Bresee Hall, Room 306
Bethany, OK 73008
405-491-6333/ Email: gcollier@snu.edu

Chief Diversity Officer

Vice-President for Intercultural Learning and Engagement
Southern Nazarene University
6729 NW 39th Expressway
Bresee Suite 200
Bethany, OK 73008
405-491-6600/ Email: lcrouso@mail.snu.edu

Anyone with questions or concerns regarding sex discrimination or the university's compliance with Title IX can contact the university's Title IX Coordinator:

Executive Vice President

Southern Nazarene University
6729 NW Expressway
Bresee Suite 202
Bethany, OK 73008
[405-491-6306](tel:405-491-6306)/ Email: mredwine@snu.edu

TITLE IX DISCLOSURE

Regardless of other language in this policy notwithstanding, Sexual Harassment (including Sexual Assault, Domestic Violence, Dating Violence, and Stalking), as defined in the Sexual Harassment Policy, will be governed exclusively by the Sexual Harassment Policy and processes provided in it. All other forms of sex-based discrimination are governed by this policy, including sex-based Harassment, as defined in this policy, that does not rise to the level of Sexual Harassment as defined in the Sexual Harassment Policy.

Conduct that is initially raised through a formal complaint under the Sexual Harassment Policy may also be addressed under this policy, in the institution's discretion, when: (i) the conduct, or some part of it, may amount to a violation of this policy regardless of whether it meets the definition of Sexual Harassment under the Sexual Harassment Policy; (ii) the formal complaint, or some part of it, has been dismissed under the Sexual Harassment Policy; or (iii) a final determination of a formal complaint has been made under the Sexual Harassment Policy and separate or additional action may be necessary to enforce this policy.

Discrimination is material, adverse treatment of an individual based on a protected category.



Harassment consists of unwelcome conduct on the basis of a Protected Category that explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work performance, or creates an intimidating, hostile, or offensive work environment.

A person's subjective belief that behavior is intimidating, hostile, or offensive does not make that behavior harassment. The behavior must create a hostile environment from both a subjective and objective perspective and must be so severe, persistent, or pervasive that it unreasonably interferes with, limits, or deprives a member of the community of the ability to participate in or to receive benefits, services, or opportunities from the university's education or employment programs and/or activities. In determining whether a hostile environment exists, the university examines the context, nature, scope, frequency, duration, and location of incidents, as well as the relationships of the persons involved.

- Non-sex-based VAWA crimes.

Note that, when addressing domestic violence, dating violence, and stalking that are not sex-based (i.e., that are not covered by the university's revised Sexual Harassment policy), the university will need to provide VAWA protections to the parties. Those are outlined on the slides below.

Under Title IX of the Education Amendments of 1972, Southern Nazarene University prohibits all unlawful discrimination on the basis of sex or gender in its educational programs and activities, except where the University has been granted exemptions from certain Title IX regulations on religious grounds, including the specific religious tenet of the University.

No individual will be subject to any form of retaliation, discipline, or other adverse action for reporting conduct in violation of the university's nondiscrimination/Equal Employment Opportunity Statement, assisting/cooperating in making a complaint, or assisting with the investigation of a complaint. Any individual who believes they have experienced or witnessed retaliation should immediately notify the appropriate member(s) of the administration as identified above. Those found to be engaging in any type of discrimination in violation of law or university policy will be subject to disciplinary action, up to and including dismissal or termination of employment.

*Christian faith and employment at Southern Nazarene University: Southern Nazarene University is an expression of the Church of the Nazarene. It reserves the right to prefer employees on the basis of religion (Title VII, Section 702-703, U.S. Civil Rights Act of 1964).