AUBURN
Human Resources

Asst Dir, Outreach & Mental Health

Job Description

JOB INFORMATION

Job Code	AE80
Job Description Title	Asst Dir, Outreach & Mental Health
Pay Grade	HW12
Range Minimum	$69,830
33rd %	$88,450
Range Midpoint	$97,760
67th %	$107,070
Range Maximum	$125,700
Exemption Status	Exempt
Approved Date:	7/29/2024 9:13:28 AM

JOB FAMILY AND FUNCTION

Job Family:	Health & Wellness
Job Function:	Mental & Behavioral Health

JOB SUMMARY

Develops, coordinates, and provides oversight for counseling center outreach (education and prevention) efforts and campus mental health initiatives to assist in decreasing the stigma associated with students seeking help for mental health-related issues.

RESPONSIBILITIES

- Maintains a moderate client caseload including individual therapy, group therapy, psychological assessment, crisis assessment and response, clinical consultation, and clinical supervision. Documents, reports, and maintains confidential records and information from counseling-related services including individual therapy, group therapy, emergency/crisis intervention, consultations, and psychological assessments.
- Develops or coordinates all outreach presentation requests, workshops, and psychoeducational programming from students, faculty, staff, and other campus stakeholders and solicits feedback on outreach quality and effectiveness. Strategizes and implements best practices in the design, development, and oversight of programs.
- Initiates, directs and assists in new campus mental health outreach programming and directs previously established mental health programming including: Question, Persuade, Refer (suicide prevention gatekeeper training), Mental Health Week, the Out of the Darkness Suicide Prevention Walk, and other programming as assigned.
- May serve as a liaison between SCPS and other campus student service units (e.g., Health Promotion and Wellness Services, Academic Support, University Career Center, Residence Life, Veteran's Resource Center). Advises and may supervise the Active Minds student organization.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Master's Degree	in Education, Counseling, Psychology or related field.	and	3 years of	previous clinical experience as a staff member in a clinical and/or counseling setting.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of National, State and local laws related to providing mental health services including FERPA & HIPAA.	
Knowledge of human behavior and performance; individual differences in ability, personality, and interests; learning and motivation; and the assessment and treatment of behavioral and effective disorders.	
Must have abilities and attributes that enable effective representation of mental health issues in the campus community, and effective interaction with, and the ability to gain the respect of, counseling staff, colleagues, administrators, faculty, staff, parents and students.	
The ability to present comprehensive evidence-based information to management, faculty, staff, student groups, and other campus stakeholders.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
LCSW- License Clinical Social Worker	For social workers, must be licensed as a Licensed Independent Clinical Social Worker (LICSW) in the state of Alabama.	Upon Hire	Required	Or
LPC-Licensed Professional Counselor	For counselors, must be licensed as a Licensed Professional Counselor (LPC) in the state of Alabama.	Upon Hire	Required	Or
Licensed Psychologist	For psychologists, must be licensed in the state of Alabama.	Upon Hire	Desired	

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting	X					
Climbing		X				
Stooping/ Kneeling/ Crouching		X				
Reaching			X			
Talking					X	
Hearing					X	
Repetitive Motions			X			
Eye/Hand/Foot Coordination			X			

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise		X			
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

Vision Requirements:
Ability to see information in print and/or electronically.