

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

Job Title:	Director, Behavioral Health Services	Range: 20 (AC)	Management Schedule
Date Revised:		Date Approved:	February 26, 2019

PRIMARY PURPOSE

Under the direction of a college Vice President or designee, the Director of Behavioral Health Services is responsible for the oversight and provision of behavioral health counseling and assigned associated services. The Director of Behavioral Health Services performs and oversees individual and group acute therapy, crisis intervention, assessment, supervision of interns, program budget management, staff supervision, conducts consultation, and behavioral health awareness and promotion services.

ESSENTIAL FUNCTIONS

Examples of essential functions are interpreted as being descriptive and not restrictive in nature.

1.	Provide oversight of student behavioral health services, including serving as a primary resource to the District on student behavioral health concerns and strategies.
2.	Direct a post graduate internship program in mental health counseling and serve as the primary site supervisor for post graduate interns in compliance with the Board of Behavioral Sciences and/or American Psychological Association.
3.	Follow standard protocols for psychological counseling and adhere to ethical principles as stipulated by the Board of Behavioral Sciences and/or American Psychological Association and in accordance with laws and regulations pertaining to behavioral health care in the State of California.
4.	Provide brief mental health counseling to students with emotional and social problems, conduct therapy sessions as per scope of practice; provide crisis intervention to students as needed.
5.	Review, research, and modify behavioral health protocols on an annual basis to assure compliance with laws, regulations, and generally accepted professional standards of practice.
6.	Monitor and analyze data to determine campus behavioral health trends and needs; recommend program/service modification in response to identified needs.
7.	Maintain confidential student information in accordance with FERPA and HIPAA; maintain complete, official, confidential behavioral health records as required by administrative procedures.
8.	Serve as the Chair and participate in the work of the Behavioral Intervention Team (BIT) or equivalent, including regular meetings, case reviews, and related duties.
9.	Participate in federal, state, and local billing/reimbursement programs as appropriate.
10.	Serve as a resource and liaison for the college community on issues of mental health promotion, which may include classroom presentations, resource material development, committee membership, and staff/faculty professional development activities.
11.	Direct and participate in the recruitment, selection, and training of assigned staff.
12.	Organizes, attends, or chairs a variety of meetings and Advisory Boards as required; serves on committees and special projects as assigned; coordinates program operations and activities with other campus programs and services, as appropriate.

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13.	Direct, supervise, train, manage, and participate in the evaluation of the performance of the assigned behavioral health professionals and support staff. Plan and implement relevant and required training programs for District personnel.
14.	Represent the College and/or department at designated campus, community, and related activities and events.
15.	Sensitivity to and understanding of the disabilities and diverse academic, socioeconomic, cultural, and ethnic backgrounds of students.
16.	Maintain current knowledge related to behavioral health services, and the role of Student Health & Wellness Services staff in the California Community College system.
17.	Performs related duties as assigned.

OTHER FUNCTIONS

In addition to the essential functions, the Director, Behavioral Health Services may participate in the development and administration of supplemental grants related to assigned programs.

WORKING RELATIONSHIPS

The Director, Behavioral Health Services maintains frequent contact with students, with various college and District personnel, and with representatives and service providers from the community and governmental agencies.

EDUCATION AND EXPERIENCE

Minimum Qualifications

Licensed Marriage and Family Therapist (LMFT), OR Licensed Clinical Social Worker (LCSW), OR Licensed Professional Clinical Counselor (LPCC), OR Psychologist with valid California License.

Minimum of three (3) years of post-licensure experience in an acute mental/behavioral health care setting, facility, or private practice.

Clinical experience providing direct mental health services to individuals and/or groups using a brief therapy model.

Minimum three years of experience in a supervisory and managerial role.

Meet all California requirements to provide supervision to qualified individuals seeking licensure with California Board of Behavioral Sciences and/or the American Psychological Association.

Commitment to diversity. All applicants must have demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and staff.

Desirable Qualifications

Doctoral degree in Counseling Psychology or Clinical Psychology from an APA and regionally accredited institution (PsyD or PhD).

Experience in shared governance in an educational setting.

High level of critical thinking, problem solving and analytical skills.

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High professional standards and strong interpersonal skills.

Effective oral and written communication skills.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of crisis intervention and demonstrated crisis intervention skills and techniques

Knowledge of guiding principles in psychological services in community college settings

Knowledge of legal and ethical standards of licensed mental/behavioral health professionals

Knowledge of clinical therapy methods with individuals, couples, and groups, preferably in a community college setting

Knowledge of District organization, operations, policies and objectives

Knowledge of state education code and Title 5 requirements and Title IX

Knowledge of federal and state laws and regulations related to students with disabilities

Knowledge of principles and practices of administration, supervision and training

Knowledge of a shared governance model in an educational setting

Knowledge of research project policies, procedures and practices, including data collection and analysis

Knowledge of correct English usage, grammar, spelling, punctuation, and vocabulary

Knowledge of record keeping procedures

Knowledge of budget preparation and maintenance

Knowledge of appropriate software and databases

Knowledge of county and community resources.

Ability to interpret, apply and explain rules, regulations, policies and procedures

Ability to assess, analyze, implement and evaluate research project activities

Ability to analyze situations accurately and adopt an effective course of action

Ability to plan, organize and prioritize work

Ability to meet schedules and time lines

Ability to work independently with little direction

Ability to understand and follow oral and written directions

Ability to communicate efficiently both orally and in writing

Ability to supervise, train and provide work direction to others

Ability to establish and maintain effective working relationships with others

SPECIAL REQUIREMENTS

A valid California driver's license

WORKING CONDITIONS

Office environment; subject to constant interruptions and frequent interaction with others; sitting for long periods at a time (up to 2-3 hours); may require some off-site duties and activities.
