Reporting to the Director, Health & Counselling, the Associate Director, Counselling is responsible for managing the programs and services of the Counselling unit of Health & Counselling Services across the Simon Fraser University campuses. Provides leadership to a group of professional Counselling staff, participates in the development and administration of operating budgets, facilitates communication and collaboration between the Counselling team and the Health Clinic and Health Promotion teams, liaises with faculty and staff within the University Community as well as with community agencies, external colleagues, associations, and stakeholders.

C. DUTIES AND RESPONSIBILITIES

Practice Leader (40%)

- Manages programs and services for the Counselling component of Health & Counselling Services (HCS), including the planning and scheduling of crisis/triage coverage, Counselling groups, workshops and presentations.
- Works in partnership with other Health & Counselling staff to enhance and support student mental health and well-being.
- Works in partnership with other clinical staff to ensure the timely, efficient and effective treatment of students with mental health concerns.
- Oversees day-to-day operations and ensures that services are provided in a timely, efficient and effective manner.
- Ensures Counselling staff and volunteers are working appropriately within their area of competence and in accordance with relevant current ethical codes, standards of practice and legislation.
- Supports Counselling staff, as well as the SFU community-at-large, in addressing difficult client/student behaviors or circumstances.
- Collaborates with other Health & Counselling staff, SFU staff & faculty, and community providers in ensuring the counselling and related needs of clients are met.
- Liaises with community agencies, academic institutions, related professional associations and other stakeholders.
- Through regular review of relevant literature, attendance at conferences and networking, keeps abreast of post-secondary mental health and counselling issues, both nationally and internationally, as well as evidence-based and best practices utilized in addressing them.
- Collaborates with other Health & Counselling and Student Services staff to share ideas and best practices from various fields of practice to help inform optimal student support and experience.
- Reviews and evaluates counselling services overall, and makes changes where indicated for improvements, drawing on best practices and innovative counselling service and mental health provision solutions.

Human Resource Management (20%)

- Provides leadership and management support to Counselling personnel.
- Develops job descriptions and undertakes recruitment and selection for counselling staff.
- Monitors and evaluates the performance of counselling staff.
- Initiates job expectation/progressive discipline discussions and works with Counselling staff when issues arise where Counselling staff are not meeting accepted professional standards and job expectations.
• Contributes to the development and maintenance of departmental procedures, standards and work practices consistent with University policies for Counselling staff, pre-doctoral interns, practicum students, and volunteers.
• Encourages and supports staff to participate in appropriate educational and professional development activities related to their responsibilities, and organizes staff training as needed.
• Oversees scheduling of staff, approving vacation, leave and conference requests, and ensuring appropriate coverage and temporary placement as necessary and possible within the budget available.
• Oversees allocation of resources and work spaces for Counselling staff at three campuses.
• Embeds practices for employee health and well-being within leadership and management practices.

Clinical Duties (20%)
• As a Psychologist, provides a limited amount of Counselling services to students (i.e. crisis/triage and group counselling as needed).
• Following standard protocols, maintains appropriate case notes and case summaries for clients seen.
• Available for consultation with other Health & Counselling staff, SFU faculty and staff, and community providers involved in assisting students in distress.
• Makes community referrals for clients whose needs fall outside the HCS mandate or who require longer-term and/or specialized follow-up.

Teaching and Applied Research (10%)
• As the Canadian Psychological Association specified Director of Training, oversees both the Masters of Clinical Counselling and Pre-Doctoral Psychology Internship training programs to ensure they meet the standards of the British Columbia Association of Clinical Counsellors (BCACC), Canadian Counselling and Psychotherapy Association (CCPA), Canadian Psychological Association (CPA) and College of Psychologists of British Columbia (CPBC).
• As a Psychologist, provides clinical supervision to pre-doctoral interns.
• Oversees program evaluation research on topics relevant to the university student population.

Financial Management & Budgeting (5%)
• Participates in the development of, and monitors annual operating budgets
• Monitors expenses and budget variances

Other (5%)
• Participates as a member of the HCS Leadership Team
• As recommended by the Director, participates in university wide committees as appropriate.
• Performs other related duties as required

D. DECISION MAKING

i) Give some typical examples of the most important decisions the incumbent is expected to make in carrying out the duties and responsibilities of the position. To what extent can the incumbent rely on established policies or advice from others in making these decisions?

• Hiring and termination of Counselling staff
• Oversees the development and update of clinical protocols, program policies and procedures
• Performance management for Counselling staff
• Financial forecasting and budgeting for Counselling
• Liaison with wider university community and community agencies

ii) Examples of the types of decisions the incumbent would refer to his/her supervisor.

• Proposals for new and/or expanded programs & resources
• Budget requests
• Space allocations

E. SUPERVISION EXERCISED

Number of continuing employees reporting directly to the position: 10
Total number of continuing employees for whom the position has direct responsibility: 10

**Note:** Supervises temporary professional staff, graduate-level practicum students and pre-doctoral psychology interns

**F. SUPERVISION RECEIVED**

Works under administrative supervision meeting bi-weekly with the supervisor.

**G. UNUSUAL WORKING CONDITIONS**

Must be available to be on-call for health services emergencies & critical incidences that may arise on the SFU campuses. Required to travel to Surrey and Vancouver Campuses. Some flexibility in work schedule to be available to provide outreach.

**H. ENTRANCE QUALIFICATIONS**

Doctorate degree in Clinical Psychology or Counselling Psychology, with five years registration with the College of Psychologists of B.C and five years related experience which includes experience providing individual and group counselling, clinical supervision of professional counselling staff, management of multi-disciplinary teams, and experience with a systemic approach in mental health promotion or an equivalent combination of education, training and experience.

Excellent team management, clinical case management and clinical counselling skills.

Excellent human resource and financial management skills.

Excellent organizational, interpersonal, conflict management, problem-solving, and communication (oral and written) skills.