

# Director of Counseling Services

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**Department:**

Hood College Counseling Services

**Job Type:**

Staff

**FLSA Status:**

Exempt

**Reports To:**

Vice President of Community and Inclusivity

**Supervisory Role:**

Yes

**Hours:**

Full-time

**Prepared By:**

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**Prepared Date:**

2/19/2024

**Last Reviewed:**

8/25/2025

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**Position Summary**

Under the general direction of the vice president for community and inclusivity, the director of counseling services will provide clinical services to students and student-centered leadership to licensed staff and clinical trainees who respond to the diverse mental health needs of our undergraduate and graduate students. The director of counseling services will serve as the voice of mental health on campus and develop a comprehensive vision of mental health through clinical service, outreach and education across campus. Hood College Counseling Services (HCCS) is a unit within the Division of Community & Inclusivity.

Hood College is a premier, comprehensive liberal arts college located on a striking and stunningly picturesque campus in the vibrant central Maryland city of Frederick. Hood offers both undergraduate and graduate students an excellent and holistic educational experience that prepares them for personal and professional achievement and productive participation in society. Approximately forty percent of all undergraduates are from diverse populations, with 39% of graduate students from diverse populations.

**Essential Duties** include the following. Other duties may be assigned.

- Provide clinical mental health services to students – (40%)
  - Provide intake assessments and effective treatment planning.
  - Provide individual and group counseling to students presenting with a variety of personal, social, academic, and mental health concerns.
  - Provide case management and appropriate referrals to off-campus providers as needed.
  - Provide crisis assessment, intervention, and consultation as needed.
  - Maintain accurate, adequate, and timely documentation of treatment records including assessment, treatment plans, progress notes, correspondence with others, and termination records.
  - Follow professional ethics, state laws, HIPAA/FERPA, and Hood College procedures for the administration, documentation and requests for treatment records.

- Provide outreach, education and support on-campus – (40%)
  - Lead the design of comprehensive mental health educational programs, messages and materials tailored to the specific experiences of students.
  - Develop training and educational presentations for faculty, staff and student leaders regarding mental health generally and campus climate specifically.
  - Serve as unifying voice around mental health issues and consultant in critical times.
  - Collaborate with the Director of Wellness, Dean of Student Life, Dean of the Graduate School, Chief of Campus Safety and Vice President of Community and Inclusivity regarding both general and specific student wellness and safety concerns as appropriate.
  - Collaborate with the Department of Psychology and Counseling to host mental health and substance use screenings each semester and other programming as needed.
  - Collaborate with other departments across campus (Accessibility Services and Student Success, Office of Residence Life, Counseling/Psychology department, etc.) to further develop an inclusive, accessible, and just campus environment for all students.
  - Serves as mental health expert on several campus committees including, but not limited to the behavioral intervention team, (BIT) student success council, graduate mental health task force, and risk management committee.
  
- Perform administrative duties in an organized and ethical manner – (20%)
  - Oversee daily operations of Counseling Services including workload distribution, resource allocation, policy & procedure adherence and risk management.
  - Provide administrative and clinical supervision to staff, LGPCs and Counseling graduate interns on a weekly basis.
  - Provide emergency consultation and supervision to Counseling graduate interns providing direct clinical services.
  - Maintain and grow relationships with community mental health providers such as the NeighborHood Counseling Training Center (NCTC) and the Mental Health Association of Frederick County.
  - Maintain clinical schedule, respond to email and phone inquiries within one business day during the week and the following Monday if on the weekend.
  - Attend regular staff, departmental and divisional meetings, professional development sessions and other meetings assigned by the supervisor.
  - Establish and maintain collaborative relationships with local hospitals, substance abuse and mental health agencies, and mental health professionals.
  - Observe state and national statutes and guidelines related to professional role, code of ethics, and confidentiality including HIPAA/FERPA.
  - Maintain professional license and credentials in good standing including the completion of required continuing education credits.

- Generate up-to-date and accurate reports on a quarterly basis.
- Oversee vendors related to mental health services such as the electronic health record contract.
- Supervisory Responsibilities - Supervise one (1) mental health counselor and potentially one (1) graduate level counseling intern.
- Weekly Work Hours – 12-month, full time position. Office hours are from 8:30 a.m.-5 p.m., Monday- Friday. Occasional evenings or weekends may be required including availability to consult regarding a crisis or emergency.

### **Qualifications**

We seek a candidate who values diversity, equity and inclusion in all that they do. Candidates must have strong organizational skills and a proven ability to work collaboratively with partners across campus in support of Hood College's mission as a student-centered, liberal arts institution.

To perform this job successfully, the individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

### **Education and/or Experience**

#### **Minimum Requirements/Qualifications**

- Master's degree in clinical mental health counseling, psychology or social work.
- License to practice in the State of Maryland: LCPC, LCSW-C or licensed psychologist.
- Board approved supervisor (or eligible for this status in Maryland by completing 18 clock hours of coursework/training in clinical supervision prior to the start of employment.
- Demonstrated experience in providing clinical supervision and consultation to mental health providers with the context of developmental framework centered on academic success.
- At least 5 years of demonstrated experience in providing short term therapy particularly to a college-aged population.
- Demonstrate a profound understanding of and experience in supporting the specific mental health and wellness needs of individuals from a cross section of backgrounds and experiences.
- Demonstrated expertise in crisis management, crisis intervention and case management.
- Ability to work collaboratively and provide leadership within a multidisciplinary setting including health, counseling, student life, student success, campus safety, and other professionals.
- Experience with TherapyNotes or other electronic health record systems.
- In depth knowledge of applicable federal, state and local laws, rules and regulations such as HIPAA and FERPA as it relates to counseling practice.

- Demonstrated experience writing policy & procedures for counseling centers.

### **Preferred Skills and Characteristics**

- Experience overseeing implementation of local and federal grants.
- Experience serving on, or leading behavioral intervention teams.
- Member of the Association for University and College Counseling Center Directors (AUCCCD)
- Doctorate in Clinical/Counseling Psychology from an APA Accredited Program

### **Technology Skills**

Proficient in MS Office tools (Microsoft Word, Excel, and PowerPoint), e-mail and Internet. Ability to learn new applications quickly including organization-wide information systems and department-specific software applications.

### **Language Skills**

Strong oral and written communication skills. Ability to effectively provide information and positively respond to questions from both external and internal customers both in person and by phone. Ability to write routine reports and correspondence.

### **Mathematical Skills**

Proficient with statistical and financial concepts. Must have the ability to apply those concepts to tracking, projections, goal setting, and interpreting reports. Must be able to draw conclusions from reports and make cost effective decisions regarding programs.

### **Reasoning Ability**

Ability to solve practical problems and deal with a number of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Ability to work independently and as a member of a group in developing and executing project plans. Ability to work in the theoretical arena and apply logic as appropriate.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to stand; walk; use fingers, hands, reach with hands and arms; and talk and hear. The employee is required to sit. The employee may occasionally be required to stand and lift and move up to twenty-five pounds. Specific vision abilities required include close vision. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

### **Work Environment**

The work environment described here is representative of what an employee will encounter while performing the essential functions of this job. The noise level is usually moderate and could include interaction with other employees, students, the public, telephones, and other office equipment.

### **Compensation**

The expected salary range for this position ranges from \$72,000 to \$80,000 depending on circumstances including an applicant's skills and qualifications, certain degrees and certifications, prior job experience, training, and other relevant factors. Hood College has provided a compensation range representing its good faith estimate of what the College may pay for the position at the time of posting. The College may ultimately pay more or less than the posted compensation range. Hood College offers excellent [benefits](#), including medical, dental, vision, retirement, paid time off, and tuition benefits. Learn more about [Hood College](#).

### **To Apply**

We invite qualified candidates to apply online via our electronic application which requires submission of a cover letter, resumé and three professional references.

If you need assistance with the online application process, please email [humanresources@hood.edu](mailto:humanresources@hood.edu) or call (301) 696-3592.

Hood College does not discriminate on the basis of sex, race, color, national origin, sexual orientation, gender identity or gender expression, marital status, pregnancy, disability, religion, or age in recruitment, admission and access to, or treatment, or employment in its programs, services, benefits, or activities as required by applicable laws including Title IX of the Educational Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973, and complies with the law regarding reasonable accommodation for disabled applicants and students. Inquiries about discrimination or reasonable accommodation should be referred to the Title IX and Section 504 Coordinator at Alumnae Hall, 401 Rosemont Avenue, Frederick, MD. 21701 (AD 312), (301) 696-3592. For complete information on Hood College's nondiscrimination policy, please visit <http://www.hood.edu/non-discrimination/>.