POSITION ANNOUNCEMENT

Bloomfield College – Division of Student Affairs

Position: Director of Personal Counseling (Wellness Center)

Bloomfield College, a 146-year old college of 2,000 plus students seeks a full-time (12 months), experienced Licensed Professional Counselor or Licensed Psychologist for the position of Director of Personal Counseling in the Wellness Center.

The Director of Personal Counseling is expected to serve students, faculty, and staff. The Director represents the Wellness Center (comprised of Health Services, Chaplaincy/Spiritual Life and Counseling). The Director shall provide strong administrative leadership, supervision and professional development of counselor staff; counseling services to students; consultation and referral services to employees; and outreach and educational programs to students and various members of the College community. The Director will coordinate crisis intervention and response protocol; oversee the documentation and the reporting of services; serve as liaison to other divisions of the College and community agencies; and serve on the College Emergency Response Team and other committees as deemed necessary. In emergency situations, on-call responsibility is expected. The Director of Personal Counseling will report to the Associate Dean for Student Affairs.

Qualifications:

Master’s degree in Counseling or Social Work, earned Doctorate in one of those areas preferred. Licensed Professional Counselor or Licensed Psychologist or Social Worker in State of New Jersey required. Three-five years of counseling in higher education setting required.

Candidate should possess and demonstrate ability to work with diverse constituencies.

Excellent communication skills are essential, along with a high level of organization, leadership, and interpersonal skills, and the ability to manage multiple priorities. Bilingual/Spanish speaking is a plus.

Application Information:

Qualified candidates should mail or email a letter of interest, resume, and the names, address and telephone numbers for at least three references. Please do not send duplicate resumes/application information.

Postal Address:
SueAnn Harrison
Administrative Assistant/Vice President & Deans’ Office for Student Affairs
Bloomfield College
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Applications must be received by June 13, 2014. Application and search process will remain open until position is filled. Start Date: July 21, 2014

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