



Director of Counseling and Psychological Services



Prepared by **Keeling**  **Associates**
Change for Learning

The Opportunity

[Swarthmore College](#), one of the nation's premier liberal arts colleges, is pleased to invite applications and nominations for the position of Director of Counseling and Psychological Services (CAPS). This is an excellent opportunity for a visionary, forward-thinking, and team-oriented mental health leader and clinician to strategically and creatively grow and enhance counseling services, operations, and outreach to meet the needs of a diverse, high-achieving student population.



The Director ensures the delivery of innovative, high-quality mental health services and education, while providing leadership, vision, and direction to CAPS and the campus community on student mental health issues, policies, and practices. The Director motivates, inspires, and works collaboratively with a talented team of clinicians who are dedicated to the holistic wellbeing of students. As a member of the senior leadership team, the Director is a key partner

within the Division of Student Affairs and serves as the primary mental health liaison and expert on campus.

The successful candidate will have a demonstrated record of supervision and clinical leadership experience; strong fiscal and operational management skills; knowledge of comprehensive and dynamic approaches to the delivery of equitable, inclusive, and student-centered counseling services and outreach; and the ability to work collaboratively and effectively with colleagues in CAPS, Student Health Services, and other campus departments to promote student mental health and wellbeing.

This is a full-time, 12-month, senior administrative position. Swarthmore provides competitive and attractive benefits.

About Swarthmore College

Swarthmore College is a highly selective college of liberal arts and engineering located in suburban Philadelphia, just 11 miles outside of the city. The College's idyllic 425-acre arboretum campus features rolling lawns, a creek, wooded hills, and hiking trails. The College champions diversity and inclusivity across its campus community and beyond, and it is strongly committed to making education accessible; students who attend Swarthmore are admitted regardless of their demonstrated financial need. With nearly 50 programs of study and the opportunity for students to design their own major, Swarthmore offers more than 600 courses on campus each year.



Swarthmore maintains 194 full-time tenured and tenure-track faculty; sustains a student-faculty ratio of 8:1; houses 95 percent of its 1,640 students on campus in 18 residence halls; and maintains 20 NCAA Division III varsity sports teams.

For more information, please visit: <https://www.swarthmore.edu/meet-swarthmore>

Position Summary



Reporting to the Vice President for Student Affairs, the Director of Counseling and Psychological Services (CAPS) oversees and directs all services provided by CAPS and is responsible for ensuring that services meet the needs of students, the Student Affairs division, and the College at large. The Director provides clinical, fiscal, and administrative vision and leadership regarding the provision of mental health services on campus, including assessment, crisis intervention, short-

term individual therapy, referral services, outreach programming, and student support groups for a variety of different topics.

The Director serves as a key liaison to other departments, administrators, faculty, and staff on mental health issues, policies, and practices; provides supervision, professional development, and evaluation of professional and support staff; manages the operational budget and setting of priorities for resource utilization; directs clinical and consultative services, including crisis intervention, outreach, and consultation with students, faculty, and staff; and leads CAPS in the strategic planning, development, implementation, evaluation, and continual improvement of comprehensive behavioral health initiatives that incorporate diversity, inclusivity, and social justice concepts and principles. As a licensed clinician, the Director provides direct counseling and education services to students. The Director also oversees a multidisciplinary internship/training program.

Primary Responsibilities

The Director has responsibility for and is expected to:

- Provide vision and leadership in establishing and monitoring the scope and direction of CAPS, ensuring its operation is consistent with national standards of practice.
- Facilitate strategic planning leading to quality improvements, efficiencies, and effective delivery of services; foster planning and decision-making informed by internal and external data derived from sound assessment, trends, and best practices.

Primary Responsibilities (Continued)

- Encourage innovation in services and delivery methods to advance new initiatives critical to the success of Swarthmore College students and in response to institutional growth and priorities and changing needs of students and the community.
- Provide supervision to the team of licensed mental health professionals, including hiring, supervision, and evaluation of staff.
- Support the professional development of the clinical staff and interns/trainees.
- Provide direct clinical care to students, including re-entry evaluations, and consultation to other CAPS counselors to assist with patient management as required.
- Manage and supervise emergency on-call service.
- Competently manage fiscal resources, space, and equipment.
- Expand utilization of technology in delivering services.
- Ensure compliance with applicable Commonwealth of Pennsylvania laws governing the provision of mental health services and with professional ethics guiding the work of CAPS' diverse staff.
- Establish appropriate liaisons with other College departments, federal, state, and community mental health agencies.
- Direct the administrative operations, and establish, review, and update policies and procedures to support staff and student needs.
- Provide consultation to campus threat assessment teams and processes, including participation in assessment and management of individuals of concern and serving as a resource on crisis response, health, and safety concerns.
- Enhance relationships and foster partnerships with a broad base of campus and community stakeholders that result in improved delivery of services and programs to benefit students and college departments.
- Serve as a core member of the Deans and Directors Group (a multidisciplinary students of concern team); provide counsel to senior leadership on matters related to the mental health of students and the campus community.
- Serve on departmental, divisional, college, state and/or national committees as required and assigned.

Qualifications

- Earned doctorate in Counseling, Clinical Psychology, Counseling Psychology, or a related mental health care discipline.
- Current licensure in Pennsylvania or current licensure in another state and eligible to obtain licensure in Pennsylvania.
- Minimum of five years of progressive experience, including supervising multidisciplinary clinicians and managing clinical programs and services.
- Strong fiscal management skills and experience managing departmental funds.
- Ability to work collaboratively with campus partners, including working closely with colleagues in Student Health and Wellness Services to provide comprehensive care and support to Swarthmore students.
- Understanding of contemporary best practices in the delivery of comprehensive counseling and psychological services.
- Understanding of and appreciation for the values of residential liberal arts colleges rooted in Quaker traditions, including respect for the individual, consensus decision-making, and social responsibility.
- Proven record of success and commitment to diversity, equity, and inclusion, including the ability to meet the mental health needs of a diverse population.
- Familiarity with relevant ethical and legal issues.
- Strong crisis management skills.
- Familiarity or direct experience with college, university, and medical school training programs.
- Effective leadership, communication, and interpersonal skills.
- Experience applying and using technology, including electronic health records, to enhance the delivery and evaluation of programs and services.
- Experience with adolescent and young adult/college aged patients, preferably in a college or university setting.



Application Process

Swarthmore College has partnered with Keeling & Associates in this search process. Applications should include a cover letter and resume and must be sent, preferably in PDF format, to recruiting@KeelingAssociates.com. The subject line of the email should read "Swarthmore – Director, CAPS." Confidential inquiries and nominations should be addressed to Gordon Winsor, Consultant and Project Director for Executive Search, at gwinsor@keelingassociates.com. Applications received by September 17, 2021, will receive full consideration. The process will continue until the position is filled.



Swarthmore College actively seeks and welcomes applications from candidates with exceptional qualifications, particularly those with demonstrable commitments to a more inclusive society and world. Swarthmore College is an Equal Opportunity Employer. Women and minorities are encouraged to apply.