



## Classification Title: Director, Behavioral Health & Wellness

<b>Department:</b>	Behavioral Health & Wellness	<b>EEO6 Code:</b>	1
<b>Employee Group:</b>	Administrative Association (Educational Administrator)	<b>Salary Grade:</b>	66
<b>Supervision Received From:</b>	Dean, Student Life and Leadership	<b>Date of Origin:</b>	3/2023
<b>Supervision Given:</b>	Faculty, classified, and hourly employees in Behavioral Health & Wellness	<b>Last Revision:</b>	2/2025

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed by individual positions.*

### **JOB SUMMARY.**

Plans, organizes, develops, directs and evaluates the operations, programs, services and activities of the District's Behavioral Health and Wellness center offering mental health, wellness and basic needs resources to District students at all educational sites; leads and oversees development of educational and outreach activities focused on prevention, recognition, and treatment of psychological and behavioral problems; manages and oversees internships related to behavioral health and wellness; chairs the District's Behavioral Health and Campus Wellness Committee and serves as core member of the District's Student of Concern Team and Behavioral Intervention Team; provides behavioral health case management services; ensures compliance with District policies and applicable state and federal regulations related to behavioral health programs and services.

### **DISTINGUISHING CHARACTERISTICS.**

Director, Behavioral Health & Wellness is distinguished from other Student Affairs directors by its responsibility for directing and managing District behavioral health and wellness services for students.

### **ESSENTIAL AND MARGINAL FUNCTION STATEMENTS.**

**Essential Functions:** Essential responsibilities and duties may include, but are not limited to, the following:

1. Plans, directs, and implements the design, development and delivery of behavioral health and wellness programs, services and activities for District students in support of student academic success and retention and in compliance with relevant laws and regulations, including mandated reporter requirements; assesses the behavioral health needs of a diverse and multicultural student population; develops and implements behavioral health programs, services and activities for prevention, recognition and treatment of a broad range of psychological and behavioral issues including depression, relationship issues, anger management, trauma, major mental illness, suicidal ideation, substance abuse and other issues.
2. Performs full supervisory activities, subject to management concurrence and in accordance with applicable District policies, which includes: selecting and training new employees; planning, assigning, scheduling, and evaluating completed work; approving overtime/compensatory time; preparing and signing employee performance evaluations; recommending reclassifications; responding to grievances and taking appropriate disciplinary action; manages and oversees the work of licensed mental health professionals and interns engaged in assessing student mental health issues and recommending and providing counseling and other treatment, following a critical care model; and performing related supervisory activities.
3. Researches best practices and develops policies, protocols and procedures to optimize efficient and effective delivery of services to best meet student needs; prepares a variety of narrative and statistical reports relevant to the behavioral health program, including needs assessments, analysis of service demand and utilization statistics.
4. Prepares and administers the annual behavioral health and wellness program budget and annual program performance reviews; seeks external funding sources for the expansion of behavioral health services to meet student needs;

administers grants and other funding sources as assigned.

5. Works with community partners including community services agencies and contractors to identify and/or develop resources for students who need extended, intensive and/or specialized mental health care services; negotiates or arranges agreements and makes or oversees referrals for treatment care by community agencies.
6. Develops, implements, and evaluates crisis intervention and threat assessment protocols and procedures in collaboration with other appropriate District employees; chairs the District's Behavioral Health and Campus Wellness Committee; serves as core member of the District's Student of Concern Team and Behavioral Intervention Team.
7. In collaboration with Health Services staff, other District departments, and local community service agencies, develops, implements, and evaluates educational and outreach activities focused on behavioral health and wellness programs and services; collaborates with students, District employees, and community members in designing innovative programs to enhance student success and retention; develops publications; maintains the District's behavioral health website.
8. Supervises and oversees outreach activities to make students aware of available behavioral health services; oversees promotional activities and department support for wellness programs and services in such areas as stress management, addiction recovery support and support for underrepresented students; collaborates on Basic Needs activities that address food insecurity, homelessness and other needs.
9. Serves as a resource to District employees regarding student and employee behavioral health issues and concerns relevant to the college community; serves as a liaison to local community agencies and behavioral health administrators at other California Community Colleges.
10. Manages and oversees internships related to behavioral health and wellness; develops training and provides mentoring; oversees case management and ensures the balancing of caseloads; serves as a liaison with graduate program staff.
11. Serves on campus-wide and community committees; participates in professional organizations promoting the mission of mental health and wellbeing

#### **Marginal Functions:**

1. Participates in/on a variety of committees, task forces, boards, meetings, and/or other related groups in order to receive and/or convey information.
2. Participates in shared governance through service on planning and/or operations committees and task forces.
3. Performs related duties and responsibilities as required.

#### **QUALIFICATIONS.**

**Education/Training:** Must meet one of the following sets of qualifications listed in items 1)-3) below:

- 1) A valid, current license in the state of California as a Marriage and Family Therapist (MFT) AND a master's degree from an accredited college or university in: marriage, family, and child counseling; marriage and family therapy; couple and family therapy; psychology; clinical psychology; counseling psychology; counseling with an emphasis in marriage, family, and child counseling; or counseling with an emphasis in marriage and family therapy.
- 2) A master's degree from an accredited college or university in social work AND a valid, current license in the state of California as a Licensed Clinical Social Worker (LCSW).
- 3) A doctoral degree from an accredited college or university in psychology, educational psychology, education with a field of specialization in counseling psychology, or education with a field of specialization in educational psychology AND licensure in the state of California as a Psychologist.

**Experience:** Three years of experience in a behavioral health environment or a mental health care setting, including one year of supervisory experience.

**License and/or Certificate:** Possession of a valid California Driver's License by time of appointment.

#### **Preferred Qualifications:**

- Post-licensure experience providing individual, group and couples therapy.

- Experience providing psychotherapy services in an educational setting.
- Experience providing clinical supervision to graduate and post-graduate level interns and trainees pursuing licensure as a mental health clinician

**Knowledge of:**

1. Management principles and practices.
2. Objectives, services, outcomes, and protocols for development and management of a college-based behavioral health counseling and wellness program.
3. Behavioral health counseling principles, practices, and techniques relevant to a higher education setting including crises intervention methods and techniques.
4. The developmental needs of community college students and their typical health and mental health needs, including basic needs such as food, clothing and shelter.
5. Mental health promotion practices applicable to a college setting.
6. Practices and techniques for establishing effective training to produce identified learning outcomes.
7. Technical aspects of public health, medical, and nursing care.
8. Public relations principles, including public relations, marketing, public speaking, and development of collateral materials.
9. Procedures, methods, and techniques of budget preparation and maintenance.
10. Modern office procedures, methods, and equipment including computers and applicable software programs relevant to assigned area of responsibility.
11. Computerized data management, storage and retrieval systems relevant to area of responsibility, including electronic medical records systems.
12. Research methods and report writing techniques.
13. Public and community relations principles and practices, including the use of tact, patience and courtesy.
14. Community college organization, operations, policies, and objectives.
15. English usage, spelling, grammar, and punctuation.
16. Applicable federal, state, and local codes, laws and regulations including, but not limited, to the California Education Code, Title 5 of the California Code of Regulations, Health and Human Services, California Business and Professionals Code, the Family Educational Rights and Privacy Act (FERPA), and the Health Information Portability and Accountability Act (HIPAA).

**Skill in:**

1. Leading, managing and directing the operations, programs and services of an integrated a behavioral health program and developing, planning and evaluating the implementation of its long-term goals, objectives, practices, and procedures.
2. Supervising and participating in the delivery of a broad range of behavioral health counseling services, including assessment, treatment, and management of psychological conditions relevant to a higher education setting.
3. Supervising, training and directing the work of other licensed mental health professional and interns.
4. Performing case management services including referral of students needing longer-term, more intensive or specialized treatment.
5. Leading and providing emergency and crisis care intervention, including behavioral and/or mental health referrals, to individuals.
6. Utilizing a computer and related software applications.
7. Analyzing and interpreting complex and sensitive situations accurately and adopting effective courses of action.
8. Developing, administering and maintaining multiple budgets.
9. Applying for and participating in community grants.

10. Interpreting, applying, and explaining complex rules, regulations, policies, and procedures, including information of a highly technical nature.
11. Communicating clearly and concisely, both orally and in writing.
12. Mediating difficult, hostile and/or crisis situations.
13. Effectively responding to a broad range of situations/incidents applying sound judgment and decision-making skills.
14. Preparing clear, concise, accurate and complete reports and other written materials.
15. Maintaining accurate, complete, and confidential records.
16. Maintaining confidentiality and exercising discretion.
17. Establishing and maintaining effective working relationships with those contacted in the course of work.
18. Reading, interpreting, applying and explaining pertinent provisions of federal and state regulations and other legal requirements.
19. Maintaining sensitivity to and understanding of the diverse academic, socioeconomic, age, cultural, physical or mental disability, gender, gender expression, gender identity, medical condition, nationality, race, sex, sexual orientation, and ethnic backgrounds of community college students, faculty, and staff.

#### **WORKING CONDITIONS.**

**Environmental Conditions:** The employee works under typical office conditions, and the noise level is usually quiet to moderate. The work may involve contact with upset, frustrated, hostile, or abusive individuals.

**Physical Conditions:** Essential and marginal functions require mental and physical fitness to perform necessary job functions with or without accommodation. Position requires travel to District and other locations.

#### **TERMS OF EMPLOYMENT.**

The duration of any fully restricted funded position in this classification is dependent upon the continuation of funding.