Position Description

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Director for Counseling Services, Humanism Specialist for the Standardized Patient Program, and Psychiatry and Neuro-Behavioral Sciences Faculty</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department:</td>
<td>Center for Institutional, Faculty, and Student Success</td>
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<tr>
<td>FLSA:</td>
<td>Exempt</td>
</tr>
<tr>
<td>Employee Category:</td>
<td>T/R Faculty</td>
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<tr>
<td>Hire Date:</td>
<td>April 1, 2020</td>
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<tr>
<td>Work Location:</td>
<td>Louisiana Campus</td>
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<tr>
<td>Work Schedule:</td>
<td>As directed in contract</td>
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<tr>
<td>Reports to:</td>
<td>Vice Provost for Academic Planning, Institutional Effectiveness, and Accreditation</td>
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<tr>
<td>Percent Employment:</td>
<td>100%</td>
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<tr>
<td>Direct Reports:</td>
<td>N/A</td>
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I. **Job Summary:**

The Director for Counseling Services has the primary responsibility for the counseling services on the campus, which includes the provision of counseling services on a day to day basis, as well as the administration, planning, and evaluation of counseling services for the students from the campus. A faculty duty includes serving as the Humanism Specialist providing the expert content for the Director of Standardized Patient in the development and execution of humanistic skills in Standardized Patient program. The faculty member will also provide student instruction in Professionalism and Ethics, Principles of Primary Care, and Psychiatry and Neuro-Behavioral Sciences courses and fulfill the duties of all VCOM faculty including education, research and service.

II. **Job Duties - Director for Counseling Services:**

1. Work with the Center for Institutional, Faculty and Student Success (CIFSS) to promote the personal development and psychological well-being of students by providing individual and group counseling for students, campus-wide mental health awareness/support initiatives, training, and crisis intervention and assessment. The counselor will also provide appropriate referrals of students to psychiatric services or extended counseling when appropriate.
2. Disseminate information and educate the campus community on issues related to mental health, mental illness, and mental wellness in order to promote an increased understanding and acceptance of mental health issues.
3. Provide consultation to students, faculty and staff regarding difficult situations and recommend courses of action, as it pertains to mental health, that consider both the welfare of students and the campus community as a whole; spearheading initiatives and protocols to facilitate the success of students with mental health/illness issues.
4. Provides effective and appropriate services by planning, organizing and implementing new counseling, training, and educational outreach programs.
5. Ensures that the needs of students are addressed in emergency situations by coordinating and/or providing crisis intervention services both during office hours and after hours as needed.
6. Assist in developing and administering protocols and procedures in keeping with current best-practices for college counseling centers.

7. Maintain counseling records according to VCOM's record retention policy and ensure compliance with legal/ethical guidelines (HIPAA and FERPA).

8. Maintain professional and effective relationships with students, faculty, administration, and staff in order to assist students with the various aspects of medical education.

9. Measure outcomes of programs and maintain an active research program, producing scholarly activity and seeking external funding for programs from time to time.

10. Remains competent and current through self-directed professional reading, developing professional contacts with colleagues, attending professional development seminars, and attending training and/or courses as required by the Vice Provost and obtaining Continuing Education Units (CEUs) as required by state licensing and regulatory boards.

Job Duties – Humanism Specialist for the Standardized Patient Program:

1. Create and implement a functional humanistic grading scale for standardized patients.

2. Train standardized patients to effectively evaluate medical students in the humanistic domain.

3. Observe and educate the standardized patients during SP exams to ensure consistency of encounter performance and humanistic grading.

4. Create, implement, and validate interactive online modules for the education of humanism in medicine.

5. Create, implement, and validate a remediation process for students with deficiencies in the humanist domain.

6. Offer support and training time for student with difficulties in humanistic skills.

Job Duties - Psychiatry / Neuro-Behavioral Sciences Faculty:

1. Fulfill the duties of a full time faculty member in all areas of instruction, research and service. As the primary counselor for the campus, the position may not be involved in direct evaluation of students.

2. Develop and deliver curriculum as assigned by the Associate Dean for Medical Education and the Course Directors in Professionalism and Ethics, Principles of Primary Care (on communication and humanism), and Psychiatry and Neuro-Behavioral Sciences courses.

3. Work in a positive manner with the Dean and Associates Dean for Medical Education, Associate Dean for Simulation and Technology, and Vice Provost for Academic Planning, Institutional Effectiveness, and Accreditation.

4. Participate in faculty development and faculty meetings.

5. Measure outcomes of programs and maintain an active research program, producing scholarly activity and seeking external funding for programs from time to time.
6. Be familiar with and adhere to the administrative and academic practices, policies and procedures of VCOM as set forth in the Faculty Handbook, College Catalog, and College Policies Manual.
7. Submit an annual Faculty Activity Report.
8. Participate in faculty interviews and service to the college as assigned by the Dean.
9. Other duties as assigned by the Vice Provost, Dean, or President.

III. **Required Qualifications:**
Education: PhD or PsyD from an accredited educational institution
Licensure or certification: N/A
Experience: Experience in an educational environment is highly desired.
Skills required for this position include:
- Excellent interpersonal and communications skills
- Strong team player
- Commitment to college values
- Basic computer proficiency
- Exhibit appropriate professional demeanor
- Proven leadership

Successful candidate will be subject to a criminal history background check.

Regular, reliable or predictable attendance is an essential function of the job.

Preferences are given to applicants who have the following skills or attributes:
- Prior experience teaching and providing counseling services in medical student education
- Prior experience in post-graduate Psychiatry training (clinical teaching/precepting of residents)
- Prior experience in Clinical and/or Basic Bench Research involving Psychiatry, Neurology or Behavioral Science
- Prior publications in the medical and/or behavioral/psychological sciences. (Peer reviewed journal articles, book chapters, books, case reports, etc.)
- Prior experience in administrative medicine where a leadership position has been filled with demonstrated success

IV. **Working Conditions and Efforts:** The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical demands: While performing the duties of this job, the employee is occasionally required to sit; use hands and vision for office equipment such as computers; talk or hear; moderate telephone usage. The employee must occasionally lift and/or move up to 50 pounds.
Work environment: Office environment. Outside travel required 5% of time. The noise level in the work environment is usually minimal.

This position is classified as exempt, at the Professional level, because it requires the advanced knowledge of a “learned professional” in which to meet the job duty requirements.

Employment with VCOM is “at-will”. This means employment is for an indefinite period of time and it is subject to termination by the employee or by VCOM, with or without cause, with or without notice, and at any time. Nothing in this position description or any other policy of VCOM shall be interpreted to be in conflict with or to eliminate or modify in any way, the “at-will” employment status of VCOM employees.

V. VCOM Core Values: The employee is expected to adhere to all VCOM policies. As the environment is a professional college, the VCOM faculty/staff are expected to dress and behave in a professional manner at work. The VCOM faculty/staff are also expected to as a VCOM employee to be a person who follows all laws and professional expectations of an upstanding citizen of the community. VCOM expects all employees to maintain a positive attitude in all working relationships with all VCOM departments, employees, medical students, prospective medical students, interns and residents and to treat all others engaged in the duties of the employment, with mutual respect.

I have read and understand this explanation and job description. I also understand that the job duties and description or the existence of the need for the position may be changed at any time as required by the College where growth of the institution or change in direction of the institution may change the duties of my department or the need for the position.

I am notified that the College is an equal opportunity employer and does not discriminate on the basis of age, sex, sexual orientation, ethnicity, religion, or disability.

I have been made aware of the College’s most recent campus safety report, the location of the college policies and procedures document, and the appropriate handbook for my position. I recognize my responsibility to be aware of the policies and procedures and I am in agreement to follow the policies and procedures as written.

Employee Signature: _______________________________  Date: ________________

Approvals:

Division Officer: _______________________________  Date: ________________

Dean: __________________________________________  Date: ________________