



# WHITE EARTH TRIBAL & COMMUNITY COLLEGE

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## Counselor & Wellness Center Director

### Position Information

To direct and coordinate a comprehensive college wellness program, including both health and counseling services and educational programs. The Director will provide vision and strategic leadership and will envision and enact a model of service delivery and professional training to promote optimal psychological, emotional, and physical health and wellness to the campus community. The range of services will include prevention, intervention, therapeutic intervention, crisis management, and health promotion for students, consultation to faculty, staff, and organizations within the campus community as well as assessing and analyzing clinical signs and symptoms and diagnosing individuals. This position focuses on fostering and supporting a comprehensive approach to student wellness. The position reports to the Dean of Student Services. All services are provided in accordance with professional ethics and boundaries.

### Duties & Responsibilities

- Provide personal counseling to a diverse student population.
- Coordinate proactive mental health programming and support for students including related training for staff and faculty.
- Provide supportive and therapeutic counseling to students in the areas of personal life and daily living, social relationships, responsibilities, and behavioral expectations.
- Provide referrals to community-based programs, as appropriate.
- Coordinate proactive mental health programming and support for students including related training for staff and faculty.
- Remain current and adhere to legal requirements that affect students in higher education, i.e., FERPA, HIPAA, ADA, and/or all governing guidelines related to campus community.
- Serve as a client advocate to coordinate required services or to resolve emergency problems in crisis situations.
- Attend professional development training(s) and continuing education related to licensed profession.
- Maintain client confidentiality.
- Maintain electronic case records that are in accordance with HIPAA guidelines and other federal and state regulations.
- Ensure the wellness facilities and equipment are clean, safe, and well maintained. Oversee usage policies; generate reports and monitor equipment policy and usage.

- Enhance the recreational and well-being experiences of students and staff. Lead efforts to cultivate and maintain accessible, inclusive, and vibrant well-being spaces, programs and activities.
- All other duties assigned as related to the position.

Work Schedule: Monday – Friday, 8:00 am – 4:30 pm

Advertised Salary: \$33.40/ DOE

#### Minimum Qualifications

- Master's degree from an accredited institution of higher education in Mental Health Counseling, Social Work, Counseling or Counseling Psychology.
- Certification/Licensure MN licensure as LPCC, LPC, LMHC, LMSW, LCSW, or equivalent level, OR licensed out of state and eligible for MN licensure.
- At least two years' experience with providing diagnostic assessments and therapy services.
- Experience with extracting, analyzing, and preparing data for compliance/regulatory or accreditation reporting.
- Excellent oral and written communication skills.
- Ability to read and understand clinical reports and professional literature.
- Ability to handle stressful situations with sound judgement.
- Strong analytical and problem-solving skills.

#### Preferred Qualifications

- Doctoral degree from an accredited institution of higher education in Mental Health Counseling, Counseling or Counseling Psychology.
- Knowledge of higher education accreditation and federal and state higher education laws and regulations.
- Knowledge of both the community and Anishinaabe culture.
- Commitment and experience fulfilling the mission of a tribal and community college with a student-centered approach.
- Experience in implementing and successfully managing a fitness/wellness program.
- Cardiopulmonary resuscitation (CPR) with Automated External Defibrillation (AED) and First Aid Certification.

#### Certificates, Licenses, and Registrations

- Valid driver's license and insurance to travel as needed.

Applicant Materials Required: Resume, cover letter, three professional references, completed WETCC application, and background check consent form. The application and consent form can be found at [www.wetcc.edu](http://www.wetcc.edu).

#### Benefits

WETCC offers a comprehensive benefits package for full-time employees, including company-paid life and disability. Other benefits include Health, Dental, HSA with company match, additional life insurance, accident, critical illness, hospital indemnity, vision, Legal & ID Shield, and medical & dependent care FSA. The effective date for new full-time employees is the first of the month following the date of hire.

Traditional or Roth 401k with a company match up to 5%, fully vested from day one, the effective date for 401k is the first of the month following 90 days of employment, for full and part-time employees.

WETCC offers annual leave and sick leave, which both start from the date of hire. WETCC has 17 paid holidays a year.

### About WETCC

Established as a not-for-profit tribally controlled educational institution of higher learning, the first Charter was approved on February 5, 1998 "...to provide adult education and post-secondary educational services to enrolled members of the White Earth Reservation and to other eligible [Indigenous] and non-[Indigenous] residents of the area..."

Accredited by The Higher Learning Commission

### Purpose Statements

- The college will present learning as a life-long process of discovery of knowledge embedded in the intellectual disciplines and the traditions of the Anishinaabe people.
- The college will support the self-determination of the Anishinaabe people through the preservation and promotion of their history, culture, and language.
- The college will seek to address the social, political, and economic needs of the White Earth Reservation through programs that encourage service to the community.
- The college will promote a philosophy based on the seven teachings of the Anishinaabe.

Mission - White Earth Tribal and Community College is an institution of higher learning dedicated to academic excellence grounded in Anishinaabe culture, values, and traditions.

Vision – *Giaa-miinigoowizid Anishinaabe Gibimiwidoomin niigaanakeyaa* – “We all are carrying into the future the way the Anishinaabeg was gifted.”

The White Earth Tribal & Community College in accordance with Federal law and U.S. Department of Agriculture policy, this institute is prohibited from discriminating based on race, color, religion, sex, gender, sexual orientation, national origin, ancestry, age, marital status, disability, or any other characteristic protected by law.