



PROGRAM ASSOCIATE
Mental Health Counseling

AGS MISSION STATEMENT:

“To train human services professionals to facilitate healthy and fulfilling life styles for people, organizations, and communities through graduate education and community involvement.”

JOB TITLE: Program Associate

GENERAL STATEMENT OF DUTIES: Responsible for providing advising and program support to the Clinical Mental Health Counseling (CMHC) program.

SUPERVISION RECEIVED: Reports to Program Director.

SUPERVISION EXERCISED: NA

ESSENTIAL FUNCTIONS:

1. Provide student program planning, advising, and guidance regarding the CMHC program.
2. Collaborate with Program Director or other CMHC/Adler Graduate School (AGS) clinical faculty members to develop syllabi and course outcomes that meet AGS graduation requirements and Board of Behavioral Health and Therapy competencies.
3. Collaborate with the CMHC Field Experience Coordinator in building and maintaining satisfactory clinical field experience sites.
4. Teach CMHC courses, Practicum or Internship courses, or other courses as needed.
5. Support ongoing maturation of program including curriculum development and instructional design.
6. Regular attendance in meeting forums for which the Program Associate has volunteered or been assigned.
7. Regular supervisory meetings with Program Director.
8. Other tasks as assigned.

The job holder must demonstrate competencies applicable to the current job position.

EDUCATION:

Master’s degree in counseling or related field required. Doctorate in counselor education and supervision or related field is preferred. Preference given to candidates from CACREP accredited institutions. Preference is also given to candidates with degrees from Adlerian-based training institutions.

EXPERIENCE:

Minimum of 3-5 combined years of increasingly demanding academic experience, including hands-on experience in the areas of clinical or human services and higher education instruction.

REQUIREMENTS:

1. Current Minnesota professional counseling licensure (LPC/LPCC).
2. Commitment to current best practices and unyielding ethical practice.
3. Commitment to increasing diversity within the organization and to working with an increasingly diverse academic community and community at-large.
4. Commitment to community engagement/service.

KNOWLEDGE:

1. Solid understanding of best practices in counseling and therapy field.
2. Knowledge of and commitment to ethics to guide practice of clinical mental health counseling.
3. Understanding of issues and trends characterizing the clinical mental health counseling field.

SKILLS:

1. Superior communication skills, including significant communicating via email, on the phone, speaking with the public, and producing written materials.
2. Ability to serve as community ambassador for the CMHC program and Adler Graduate School.
3. Ability to solve problems with students and instructors.
4. Ability to assist with program evaluation and assessment.
5. Ability to assess students' level of performance, skill, and dispositions.
6. Participate in developing vision for future of the CMHC program.
7. Technological proficiency.

ABILITIES:

1. Ability to handle multiple projects simultaneously and set priorities.
2. Ability to work effectively with students, alumni, faculty, staff, and organizations in the external community.

PHYSICAL/MENTAL DEMANDS:

Work may require flexibility in scheduling hours of work and, in general, a professional orientation to task completion.

ENVIRONMENTAL/WORKING CONDITIONS:

Work is performed in an educational environment and involves frequent contact with students, alumni, faculty, staff and the public. Work may be stressful at times.

This description is intended to provide only basic guidelines for meeting job requirements. Responsibilities, knowledge, skills, abilities and working conditions may change as needs evolve.

December 2016