**Clinical Training Director**

**Job Overview**

* The Clinical Training Director provides leadership for the Counseling Center graduate training program. The successful candidate will be an experienced generalist who possesses the skills and experience to provide oversight of the counselor training program.
* The Clinical Training Director will report to the Director of the Counseling Center
* The position is 0.60 FTE. The hours for this position are 24 hrs/week, 10 months/yr.

**Duties and Responsibilities**

* Design and implement the recruitment and selection processes for all trainee groups.
* Represent and market the training program at the Wheaton College Practicum Information Exchange.
* Provide orientation for new trainees at the beginning of the training year; facilitate year-end activity for trainees at the conclusion of the training year.
* Perform weekly individual and group supervision with all trainees.
* Review and provide feedback to trainees on their progress notes.
* Conduct regular review of actual trainee work via live supervision and review of recorded sessions.
* Oversee and promote campus-wide psycho-educational presentations and group therapy experiences for trainees.
* Perform trainee evaluations twice yearly.
* Approve and co-sign all trainee documentation of clinical activity.
* Maintain communication and relationship with Wheaton College’s graduate psychology program liaisons.
* Supervise trainees in preparing and conducting formal case presentations.
* Review training policies and procedures with recommendations for change based on program evaluations and counseling center needs.
* Integrate input from training staff and other professionals to develop and modify the training program.
* Review, evaluate and recommend training procedures and their implementation.
* Initiate and implement remediation procedures for underperforming trainees when necessary.
* Ensure confidentiality and maintenance of program records required for accreditation and professional standards.
* Communicate information regarding trainees and supervision to the Director of the Counseling Center weekly.
* Prepare semester and yearly reports for the Director of the Counseling Center
* Establish short and long-range goals for training program.
* Participate in approved continuing education and professional development activities as well as read current literature relating to research and trends in the field of graduate level training programs.
* Provide coverage for after-hours on-call services on a rotating basis.

**This job description is intended to represent key areas of responsibilities; specific assignments may vary from time to time, and other duties may be assigned.**

**Qualifications**

* Completed doctorate (Ph.D. or Psy.D.) in counseling or clinical psychology
* Licensed or License-Eligible in Illinois as a Psychologist, preferred
* Three years of post-licensure experience working in a college or university counseling center
* Formal training in supervision
* Experience coordinating a graduate level training program
* Demonstrated multicultural competence
* Demonstrated knowledge of ethical, legal, and university standards and regulations

**Physical Requirements**

The employee is regularly required to sit, talk, or hear; frequently required to use repetitive hand motion, handle or feel, and to stand, walk, reach, bend or lift up to 10 pounds.

**FLSA Status -**Non Exempt

**As a Christ-centered community, Wheaton College faculty and staff must affirm the College’s Statement of Faith as expressing their own theological convictions and agree to live by the moral standards in Wheaton’s Community Covenant, modeling these commitments for the Christian formation of our students.  Wheaton College faculty and staff also support the Christ-Centered Diversity Commitment which highlights our desire to treat all individuals as equal image-bearers of Jesus Christ through diversity, inclusion, justice and unity.**