

## Wilmore Director of Training Position - New Hire

### ASBURY THEOLOGICAL SEMINARY JOB DESCRIPTION

Position Title: Director of Training (Faculty/Administrator), Kentucky Campus  
Department: Counseling and Pastoral Care  
Reports To: Dean (School of Counseling)  
FLSA Classification: Exempt  
Hours: Min 40 per week

#### Position Summary:

As a faculty/administrator, the purpose of the Director of Training (DOT) for Counseling and Pastoral Care is to coordinate field placement coursework and implement training opportunities, in adherence to CACREP standards, that aid student integration of theory/techniques/faith in direct client counseling practice settings. In addition, the Director of Training position manages the Van Tatenhove Center for Counseling (VCFC), the department's training center and the only counseling center on the Wilmore (KY) campus. More specifically:

#### Essential Functions:

1. Counseling Practicum/Internship Coordinator. Adhering to CACREP standards:
  - a. Coordinate practicum/internships for MAMH, MAMF, and MAPC degrees.
  - b. Respond to inquiries regarding practicum and internship
  - c. Oversee student placement at practicum/internship sites.
  - d. Develop, as needed, new practicum/internship sites.
  - e. Administrate practicum/internship site materials.
  - f. Maintain regular communication with practicum/internship sites and supervisors.
  - g. Initiate and coordinate, with Global/FL Director of Training, site-supervisor professional training opportunities, including online supervisor training to meet CACREP supervisor standard.
  - h. Coordinate with Global/FL Director of Training to ensure uniformed CACREP standards related to practicum/internships are in place.
  - i. Assist writing CACREP self-study and mid-accreditation reports related to field placement sections.
  
2. Practicum/Internship Course Coordinator (CO700, CO705, CO706, CO708, PC660):
  - a. Coordinate and/or teach practicum/internship field placement courses for counseling students, which include instruction on client skill development and the integration of theology and counseling.
  - b. Maintain syllabi and course content to meet CACREP practicum/internship standards.

3. Manage the Van Tatenhove Center for Counseling (VCfC). Working in conjunction with Kentucky department faculty, manage day-to-day operations of the department's on-campus counseling and training center, which includes but is not limited to:
  - a. Recruit and manage counseling students to serve as student-counselors.
  - b. Maintain necessary client and VCfC counseling documentation and website.
  - c. Direct the day-to-day client and counselor work flow (including the assignment of clients, implementation of VCfC policy, and counselor training).
  - d. Provide on-site supervision and oversight of VCfC functions.
  - e. Contribute toward weekly supervision of students and case-loads.
  - f. Participate in the development of a regional Christian mental health center that will serve the Wilmore community and the surrounding Jessamine County area.
4. Participate with CPC Faculty in Maintaining Program Structure.
  - a. Attend CPC departmental meetings.
  - b. Participate in assigned departmental functions.
  - c. Aggregate necessary data for departmental reports.
5. Other Responsibilities:
  - a. Stay abreast of state licensure board decisions and assist students in next-step processes.
  - b. Maintain personal professional license and association memberships.
  - c. Attend and present at professional counseling conferences.
6. Financial Responsibility/Authority:
  - a. Maintain VCfC budget.
7. Tools & Equipment:
  - a. Use of various Google apps such as Forms, Sites, Numbers, etc.,
  - b. Use of office apps such as Word, Power Point, Excel, etc.,
  - c. Use of TherapyNotes to manage counseling center scheduling, paper flow and tele-counseling communications.
  - d. Willingness to learn and oversee VCfC audio/visual supervision technology.
8. Education/Certification/Training/Experience:
  - a. Ph.D. in counselor education and supervision from a CACREP accredited Counselor Education program preferred.
  - b. Licensed (or license eligible) Kentucky Professional Counselor (LPCC).
  - c. Experience in providing clinical supervision.
  - d. Experience in managing a mental health clinic.
  - e. Experience in teaching counseling courses.