



# 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 health and wellness coaching services and educational programming. This position reports directly to the Dean of Academics and Student Services. The Director will provide a healthy vision in promoting health and wellness, and strategic leadership utilizing a professional and ethical model of coaching and service delivery, promoting optimal professional development opportunities for the emotional and physical health of the campus community. The Director will provide a range of services such as health awareness, safety, and prevention strategies, intervention mitigation, aid in crisis management solutions, and be a wellness consultant to faculty, staff, and students. This position will focus on fostering and supporting a comprehensive approach to student and employee wellness. All services will be provided in accordance with the MN professional ethics and professional standards for anyone working as a licensed counselor in the state of MN and for WETCC.

Disclosure: If the individual applying for the position is not currently licensed to practice as a counselor in the state of MN, WETCC will grant a 3-year probationary period of time for which the individual must complete the required education and licensure requirements set forth by the state of MN to obtain counseling licensure.

### Duties & Responsibilities

- Provide personal coaching to a diverse student, staff, and faculty population.
- Coordinate proactive mental health education programming and support for students including related training for staff and faculty.
- Provide supportive and therapeutic coaching to students in the areas of personal life and daily living, social relationships, responsibilities, and behavioral expectations.
- Provide referrals to community-based mental health or physical health programs, as appropriate.
- Remain current in licensure processes, CEU training, and training hours required by the state of MN.
- Complete institutional cultural competency requirements.
- 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. (Minnesota State Standards)

- Maintain client/student/faculty/staff confidentiality. Abide by student confidentiality, HIPAA, PHI, ADA, while maintaining mandated reporter training as required.
- Maintain electronic records in accordance with HIPAA, PHI, ADA guidelines and other federal and state regulations as required in the state of MN.
- 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 wellness 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 related to the position.

Work Schedule: Monday – Friday, 12:00pm – 8:30 pm (August 01 – April 01)  
Monday – Friday, 08:30am – 4:30pm (April 02 – July 31)

Advertised Salary: \$33.40/ DOE

### Minimum Qualifications

- Bachelor's or Master's degree (or working towards a degree) from an accredited institution of higher education in Mental Health Counseling, Social Work, Counseling or Counseling Psychology, or related field.
- Documented experience of working with at-risk/high risk populations.
- Knowledge of HIPAA, PHI, and ADA guidelines and practices.
- 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.
- Cardiopulmonary resuscitation (CPR) with Automated External Defibrillation (AED) and First Aid Certification. (Or able to complete this training within the first 90 days of employment).
- Knowledge of client database and reporting systems.

### Preferred Qualifications

- A Master's degree from an accredited institution of higher education in Mental Health Counseling, Counseling or Counseling Psychology, or related field.
- Certification/Licensure MN licensure as LPCC, LPC, LMHC, LMSW, LCSW, or equivalent level, OR licensed out of state and eligible for MN licensure. (Must be in good standing with the state of Minnesota or current state of employment).
- At least two years' experience with providing diagnostic assessments and therapy services. (Must meet MN state required minimum of 2000 hours of post-master's professional practice under supervision).
- Cardiopulmonary resuscitation (CPR) with Automated External Defibrillation (AED) and First Aid Certification.
- 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.

## 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.