

OKLAHOMA BAPTIST UNIVERSITY

POSITION DESCRIPTION

Title: MFT Clinic Director **Department:** Marriage and Family Therapy,
College of Graduate and
Professional Studies

Canaan Crane 9.9.15 R. Stanton Norman 9.16.15
Prepared by Date Approved by Date

Supervision Received: Director of MFT Program; the MFT Clinic Director will also collaborate
By title with and receive guidance from the Dean of Students

Supervision Given:
By title(s) Support staff, graduate assistants, student workers, MFT Interns

OBU Mission Statement

OBU transforms lives by equipping students to pursue academic excellence, integrate faith with all areas of knowledge, engage a diverse world, and live worthy of the high calling of God in Christ.

Expectations for all Employees

Oklahoma Baptist University achieves its mission through a shared commitment to the following expectations. All employees are expected to embrace these expectations and to model them in their behavior.

- *Commitment to the essentials of the Christian faith.*
- *People are treated with dignity and respect.*
- *Relationships are built on honesty, integrity, and trust.*
- *Excellence is achieved through teamwork, leadership, and a strong work ethic.*
- *Efficiency is achieved through wise management of human and financial resources.*

Purpose:

The MFT Clinic Director will provide leadership and direction to the MFT Clinic/Center for Healthy Living in order to provide mental health services to the University community. The Director will provide highly qualified and competent counseling/therapy services to OBU students, faculty and staff in a confidential setting. The MFT Clinic will focus on equipping clients to live healthy lifestyles by focusing on developing mind, body, faith and community relationships. In addition to providing therapy services, the Director will coordinate and supervise clinical services provided by MFT interns. The Director will work collaboratively with Student Life and Spiritual Life to develop appropriate programming. The Director will implement the Clinic goals and will provide and equip the MFT interns to provide therapeutic services in agreement with the Christian beliefs articulated in the University's policies, procedures and guiding documents.

Essential Functions:

- Collaborate with and receive guidance from the Dean of Students and Student Life staff to ensure that student needs are met and the mission of Student Life, as it pertains to counseling services, is carried out.
- Directs and is responsible for all programs and activities of the MFT Clinic to include providing intakes, individual, couples/families and group therapy, along with emergency/crisis counseling. Will also provide drug/alcohol screenings along with level of care assessments. May carry up to 35 clinical hours per week during peak usage.
- Provide consultative services to Student Life and Spiritual Life staff and to Staff/Faculty on dealing with students in crisis.
- Supervise MFT graduate practicum students.

New _____ Revision _____ FLSA _____ HR Office Only IPEDS _____ Sal/Grd Assignment _____
PRN(s)

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- Work with Director of MFT Graduate Program to ensure that MFT training objectives are met and assist with determining level of fitness for externships.
- Serve as primary budget director for MFT Clinic.
- Implement educational programming (e.g., suicide awareness/prevention, etc) to improve awareness of mental health and substance abuse issues on campus.

Other Duties:

- Assist the Program Director with development of goals and objectives to meet the strategic initiatives of the University. Assist in the receipt and maintenance of accreditation goals.
- Coordinate scheduling for services and clinical offices.
- Provide oversight for support staff, graduate assistants or student workers.
- Serves as regular member on Student Care Team and the Student Development Leadership Team.

Qualifications:

Knowledge, Skills and Abilities:

- Must possess in-depth knowledge of major counseling/MFT theories, standards of practice and ethical guidelines. Must possess skill in diagnosis and treatment of all mental health and relational disorders.
- Must possess ability to work with diverse populations and complex presenting problems within a Christian context.

Education:

- **Preferred:** Masters or PhD in MFT or related field and licensed or license eligible as an LMFT in Oklahoma
- **Required:** Masters in MFT or related field and pursuing a license as an LMFT in Oklahoma

Experience:

- **Preferred:** 3-5 years experience within the Christian Higher Education setting maintaining a University Counseling center, or similar program within a clinical setting. Experience with MFT supervision and experience with accredited MFT programs AAMFT Approved Supervisor or working toward designation.
- **Required:** 2 years experience in the provision of mental health services to a young adult population.

Equipment:

- Computer skills (word processing, email, spreadsheet, presentation software, video recording)

Physical Requirements:

- Ability and willingness to work nights, weekends, and outside normal business hours during emergencies.

Other Requirements:

- **Required:** Active member of an evangelical Christian church, sympathetic with OBU mission, goals, and values
- **Preferred:** An active member of a Southern Baptist Church.

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Complete this section after reviewing the description with the employee.

OBU requires that supervisors review the job description with the position incumbent during the New Employee orientation and the annual performance evaluation.

The job description was reviewed during New Employee Orientation or Performance Evaluation*.

Employee Signature _____

Date _____

Supervisor Signature _____

Date _____

** If the job description needs to be revised, attach changes to the performance evaluation and submit to the Human Resources Office.*