

# The Chicago School of Professional Psychology Los Angeles, California

## Position Profile

### Counseling Center Director – West Los Angeles October 2015

Prepared by:  
Summit Search Solutions, Inc.



[www.thechicagoschool.edu](http://www.thechicagoschool.edu)

## THE INSTITUTION

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**The Chicago School** (TCSPP) is a not-for-profit, accredited institution with more than 4,200 students at campuses across the country (Chicago, Southern California, and Washington, D.C.) and online. TCSPP has been an innovator in the field of psychology and related behavioral science for more than 30 years. TCSPP offers more than 20 degree programs and a wealth of opportunities for international experiences.

Central to TCSPP's transformational impact on students, their communities, and the practice of psychology is [The Engaged Professional Model of Education](#). This groundbreaking approach to training leverages the talents and experience of faculty practitioners, who work with Community Partnership and Applied Professional Practice teams, to provide students a rich spectrum of clinical training in a wide range of community settings. In fact, the School was the first of its kind to be named to the President's Higher Education Community Service Honor Roll for its leadership in service and civic engagement.

At The Chicago School, students receive a wholly unrivaled range of real-world training opportunities. Beginning the first semester on campus, students will build relevant and robust resumes that will set them apart and prepare them to make an impact in a way few other graduates can.

While many schools assist students with obtaining a single, required internship, The Chicago School links students with an unparalleled range of inspiring and enriching hands-on training experiences, equating to more than 800,000 hours of high-impact, career-relevant work in local and international communities every year. To read more, visit: [www.thechicagoschool.edu](http://www.thechicagoschool.edu)

The Chicago School of Professional Psychology is an affiliate of TCS Education System. For more information about TCS Education System visit: [www.tcsedsystem.org](http://www.tcsedsystem.org)

### **Location:**

617 W. 7th St., Los Angeles, CA 90017 This urban campus is located in the city's downtown business district, in the historic "617 building," just steps from the metro train station and public parking, and a short drive from the 110, 101, 5, and 10 freeways.



## THE OPPORTUNITY

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The **Counseling Center Director**, under the direction of the Associate Provost - Office of Training, will direct and manage the overall operations of The Chicago School of Professional Psychology Counseling Center at West Los Angeles. More specifically, the Counseling Center Director will ensure quality in all clinic services; supervise professional and student worker staff; oversee the practicum, pre-doctoral, and MFT internship training programs; provide direct individual and group supervision; develop and manage community partnerships and grants associated with the Counseling Center; and ensure an ongoing surplus in the clinic budget.

### Responsibilities:

- Provides daily leadership, management, and supervision of Counseling Center, including financial management and budgeting.
- Select, train, supervise, and evaluates all Counseling Center personnel.
- Oversee the selection, training, and supervision of all practicum students and interns.
- Develop and implement practicum and internship training programs consistent with the highest professional standards. Lead the process for the pre-doctoral internship APA accreditation.
- Promote, develop and implement Counseling Center programs and mental health service priorities, policies, and procedures in accordance with TCSPP institutional goals and consistent with professional standards.
- Conduct periodic needs assessment and plans mental health service programs to respond to identified client needs.
- Maintain a secure system of accurate and confidential records in accordance with state laws and regulations.
- Coordinate record keeping and generate reports as required.
- Ensures ethical standards are upheld in accordance to all relevant TCSPP, local, state, federal, and relevant professional organizations' rules, regulations and laws.
- Serve as liaison to community-based mental health services and agencies for the purpose of offering elective referrals and coordinating mental health services.
- Participate in appropriate professional organizations which promote the mission of the Counseling Centers and TCSPP.

### Qualifications:

- Doctoral degree in clinical psychology or related field
- Licensed as a psychologist in the State of California
- Experience in mental health administration in a public and/or teaching clinic
- Experience managing a psychological training program
- Knowledge of APA internship accreditation standards and procedures and/or APPIC membership

- Knowledge of and ability to appraise the diverse academic, socioeconomic, cultural, and ethnic backgrounds of Counseling Center clientele
- Knowledge of effective leadership theory and practice
- Ability to learn, use, and implement new technologies administering, and generally improving the work area or scope of work
- Ability to communicate effectively with diverse constituencies, within and outside TCSPP; strong interpersonal communication skills
- Ability to plan, organize, direct, administer, review, and evaluate assigned programs and services
- Ability to exercise sound judgment in the performance of duties
- Ability to make independent decisions based on a collaborative process
- Ability to maintain confidential as tools for learning, teaching, records and complete reports
- Ability to motivate and deal with issues related to the services needs of students, faculty and staff

## **PROCEDURE FOR CANDIDACY**

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Confidential review of applications will begin immediately and continue until the position is filled.

Click the following to apply and submit your CV/resume:

[Apply Now](#)

Or copy and paste the following link into your browser:

<https://summitsearchsolutions.catsone.com/careers/index.php?m=portal&a=apply&jobOrderID=6191021&portalID=5652>

### **For nominations or further information:**

#### **Stephanie Fowler**

Senior Consultant

Summit Search Solutions, Inc.

Direct: 530-677-9945

[sfowler@summitsearchsolutions.com](mailto:sfowler@summitsearchsolutions.com)

#### **Carrie Coward**

President/Owner

Summit Search Solutions, Inc.

Direct: 828-669-3850

[ccoward@summitsearchsolutions.com](mailto:ccoward@summitsearchsolutions.com)

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