

# Coordinator of Clinical and Field Experiences - CMHC

## Job Details

Job Location

Spalding-Mansion - Louisville, KY

Position Type

Full Time

Education Level

Doctorate

Salary Range

\$58,000.00

**POSITION TITLE** Coordinator of Clinical and Field Experiences

## JOB LOCATION:

Fully Remote

Hybrid (Some remote work some on campus work)

On Campus

## JOB SUMMARY

Spalding University Clinical Mental Health Counseling program is seeking a coordinator of clinical and field experience. The program is a face-to-face program. The qualified candidate will be responsible for building and maintaining the clinical and field experiences of students in the program, maintain updated licensure information, creates professional development opportunities for students and site supervisors, and maintains all CACREP position related data. This is a 44-week position with an open start date. The selected candidate would be on a tenure-track. The position comes with one course release each semester.

Salary for this position is \$58,000 yearly with a comprehensive benefits package which includes medical coverage, 403b, 23 Paid Time Off days, 21 Holidays, tuition remission, and much more.

## DUTIES AND RESPONSIBILITIES

- Build and develop clinical partnerships with mental health providers.
- Train site supervisors in the provision of supervision to program students.
- Maintains all clinical related CACREP required information and documents.
- Provide Support to field experience instructors/ professors.
- Host yearly student orientations to clinical experience
- Provide professional development opportunities to students and site supervisors.
- Provide academic advisement to assigned program students.
- Teach assigned graduate level courses.
- Works collaboratively with program faculty; attendance at meetings.
- Maintains program follow-up studies and exit evaluations

## SKILLS AND EDUCATIONAL REQUIREMENTS

- An earned doctoral level degree in Counselor Education and Counseling from a CACREP accredited program housed in a regionally accredited University/ School.
- Eligible for licensure in the Commonwealth of Kentucky
- Must successfully pass a criminal background check.
- Ability to collect, maintain, and manage regulatory and compliance documentation for program accreditation and program use.
- Experience in teaching and working with diverse populations, including underserved/ underrepresented populations.
- Must be knowledgeable of the CACREP accreditation standards and implementation.
- Understands the developmental aspects of counselors-in-training.

## INTERRELATIONS

- Strong interpersonal skills
- Maintain good professional boundaries
- Able to broach difficult subjects with students and site supervisors
- Demonstrated strong oral and written communication skills
- Ability to work with a diverse body of faculty.
- Has self-awareness and can articulate needs.

## CONTACT

All applications are made through the Paycom Applicant Tracking System.

**\*\*It is highly recommended that all faculty and staff have the COVID 19 vaccination.**

## ABOUT SPALDING UNIVERSITY:

Spalding University offers a comprehensive package including medical, dental, vision, Spalding matching contribution up to 5% to your 403b/Roth retirement plan, generous Paid Time Off program, Parental Leave, 21 holidays including 2 weeks off at the end of the year, paid life insurance and short-term disability, paid time for volunteering, free gym membership, and more.

Situated in the heart of downtown Louisville, Kentucky's largest city, Spalding University combines a rich social justice history and a commitment to community service as we attract students who desire a high-quality education in a very personalized setting. An engaged faculty serves nearly 2300 students at the bachelors', masters and doctoral levels, providing real-world learning in liberal and professional studies.

Faculty, staff and students are united by the institutional mission: Spalding University is a diverse community of learners dedicated to meeting the needs of the times in the tradition of the Sisters of Charity of Nazareth through quality undergraduate and graduate liberal and professional studies, grounded in spiritual values, with an emphasis on service and the promotion of peace and justice.

With a focus on service and leadership, Spalding offers all students a mission-driven connection to community and comprehensive learning resources while striking a distinctive balance serving the educational needs of both the traditional student and the working student.

Spalding aspires to become the first choice for students of compassion and service, with a commitment to cultural diversity, equity, and inclusion, celebrated for a rigorous yet nurturing environment, emulated for interdisciplinary collaborations, and acclaimed for contributions to the community.

Spalding University is an Equal Employment Opportunity/Affirmative Action employer. The University complies with all federal, state and local equal employment opportunity laws. It is the University's policy not to discriminate against any individual or group of individuals and to provide equal employment opportunity to all qualified persons regardless of race, color, national origin, age, disability, religion, sex, pregnancy, sexual orientation, gender identity, marital status, military status, veteran status or other protected status. All job offers are contingent upon successful completion of a pre-employment drug screening and criminal background check.