

JOB DESCRIPTION:	FCC Administrative Director		
DEPARTMENT:	Early Childhood Programs for Early Childhood Programs		
REPORT TO:	Assistant Dean for Early Childhood Programs		
EEO CLASSIFICATION:	First/Mid Officers & Managers	FLSA STATUS:	Exempt
CUPA HR	# 196350	DATE APPROVED:	30-MAR-2023
CLASSIFICATION:		DATE MODIFIED:	11-JUN-2025

SUMMARY: Provides direction and manages the staff of the WNMU ECP Family Counseling Center (FCC) organizing and planning the coordination of all non-clinical services provided.

DUTIES:

1. Participates in development, implementation, and maintenance of policies, objectives, and short- and long-range planning. Develops and implements projects and programs to achieve established goals.
2. Represents the FCC at various community meetings. Promotes existing and new programs. Plans, develops, and implements strategies for generating resources and revenues.
3. Screens and selects interns for lab site placement. Designs lab site program for clinical interns and assigns caseloads. Clinically supervises and evaluates interns. Provides clinical training modules on specific topics.
4. Develops and delivers on-site family centered training programs, in-service activities, seminars, and special projects to service providers and ECP staff and family members, including oversight of the FCC's annual conference.
5. Collaborates and participates with the administrative team in communication and program needs that affect children, families, and staff.
6. Delivers on-site family and child centered developmentally appropriate therapeutic interventions.
7. Provide clinical services and complete appropriate documentation.
8. Carry a part time clinical caseload. Maintains contacts with representatives of other community organizations to provide resources necessary to assist families with needed referrals. Delivers on-site family and child centered developmentally appropriate therapeutic interventions.
9. Provides a broad range of administrative and supervisory functions. Supervises assigned staff in accordance with WNMU personnel practices including recruitment, training, performance evaluation, guidance, etc. Participates in the process of ongoing personal and professional development. Maintains comprehensive communication among all contacts (internal and external). Models professional standards and ethics in accordance with WNMU philosophy.
10. Performs other duties as assigned.

REQUIREMENTS:

1. **Education /Background:** Master's degree in Counseling, with an LPCC, Social Work with an LMSW or closely related field with 5 years of experience working in a clinical setting with young children and families required. Experience in supervision and program management required. Infant Mental Health Clinical Mentor Endorsement preferred. Bilingual (Spanish) preferred.
2. **Job Knowledge:** Adheres to Counseling and Social Work Ethics and to the NAEYC Code of Ethical Conduct and Statement of Commitment. Adheres to and ensures compliance with Federal Regulations required by the Child and Adult Care Food Program. Adheres to and ensures compliance with the New

Mexico Environment Department, Environmental Health Bureau's and Certified Food Handler regulations. Knowledge of the principles and practices of office management. Knowledge of applicable accrediting, licensing, regulatory requirements, standards, and reporting. Skill in communicating courteously and professionally. Skill in establishing and maintaining effective working relationships with a variety of community members, students, parents, and staff. Skill in working in an environment subject to frequent interruptions, changing priorities, and use of judgment in the release of confidential information. Must be knowledgeable of university policies and procedures and state and federal law applicable to the program. Must be sensitive to cultural differences within the University and community. Fluent in Microsoft Office Applications.

3. **Working Conditions/Physical Demands Other requirements:** (With or Without Accommodations): Normal office and school classroom environment. May be required to drive for the position. May be required to lift, push, and pull office equipment and materials. Must be able to stoop, bend, squat, sit on floor, and ambulate over uneven floor surfaces including stairs and steps. Must be able to visually and auditorily assess situations to insure health and safety. Work involves moderate exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors, and/or loud noises. Light maintenance such as shoveling, sweeping, mopping, throwing of trash, and others as needed. May be required to work additional hours of days depending on circumstances.
4. **Other requirements:**
 - a. Valid driver's license.
 - b. Certified in First Aid / CPR or ability to be certified within 2 months from start.
 - c. Independently licensed in mental health clinical services.

This job description is not an exhaustive list of all responsibilities, skills, duties, requirements, effort, and/or working conditions associated with the position. Management reserves the right to revise the job or to require that other or different tasks be performed when circumstances change. In addition, this job description is not intended to create a contract of employment between the employee and Western New Mexico University, nor shall it be regarded as a promise to provide specific terms or conditions of employment.

I have read, understand and accept a copy of this job description.

Employee Signature

Date

Employee Name (Printed)