

# GEORGIA TECH COUNSELING CENTER



## POLICIES & PROCEDURES MANUAL

Revised July, 2014

# **Counseling Center Policies And Procedures**

**RC Schank**



# Counseling Center Policies And Procedures

*Policies and Procedures Manual*, 2002      **An Information, Policies, and Procedures Manual for a Private School Counseling Office** Jeffrey Goodell, 1997 Defines the policies and procedures associated with various student services at a private school      **Specialty Care Counselor Services Handbook** Sandy Murphy, 2017-12-12 This Counselor s Services Handbook includes educational behavior wellness Resources and Sample Service Forms to help Counselors Set Up and deliver professional counseling best practices create public safety and build better families Dr Sandy D Murphy PhD Ed Specialty Educator Credentialing Provider <http://bestpractices2day.wixsite.com/bestpractices>      [Ethics Desk Reference for Counselors](#) Jeffrey E. Barnett, W. Brad Johnson, 2014-11-04 The second edition of this highly practical and easily understood handbook provides counselors and students with the means to quickly apply the 2014 ACA Code of Ethics to practice and to professional roles and activities It contains on point recommendations for each standard of the Code a decision making model and a listing of ethics resources Part I presents each section of the Code along with a brief commentary that emphasizes its most essential elements common ethical dilemmas and problems relevant to that section and specific strategies for risk prevention and positive practice Part II contains ethical guidance sections focused on areas that counselors often encounter in their work including culture and diversity confidentiality and exceptions to confidentiality counseling suicidal clients multiple relationships in counseling competence supervision managed care termination and abandonment and how to respond to an ethics complaint or malpractice suit New to this edition is a section titled Integrating Technology into Counseling Practice Requests for digital versions from ACA can be found on [www.wiley.com](http://www.wiley.com) To request print copies please visit the ACA website Reproduction requests for material from books published by ACA should be directed to [publications@counseling.org](mailto:publications@counseling.org)      **Reaching Our Neediest Children: Bringing a Mental Health Program into the Schools** Jennifer Crumpley, Penelope Moore, 2016-09-30 It makes sense to invest in mental health services in public schools Addressing the emotional and situational issues children live with can make an enormous difference in learning opportunities In *Reaching Our Neediest Children: Bringing a Mental Health Program Into the Schools* authors Jennifer Crumpley and Penelope Moore offer a nuts and bolts guide to providing school based mental health services Crumpley and Moore present a step by step easy to use approach to planning and implementing a free standing mental health program in a school It prepares mental health professionals and related staff who wish to develop therapeutic counseling services by answering this question What does a mental health professional need to know when entering the unknown terrain of the school system to provide mental health services to children *Reaching Our Neediest Children: Bringing a Mental Health Program Into the Schools* provides tools to help navigate the rough terrain of this complex work and it offers strategies to facilitate collaboration among school family mental health social service child protective medical legal religious and other systems involved with emotionally

distressed children and families This guide provides practical information ranging from navigating within the school setting to assessment and intervention to effectively reach the neediest children and institute a mental health program in schools

### **Clinical Supervision and Professional Development of the Substance Abuse Counselor** United States.

Department of Health and Human Services,2009 Clinical supervision CS is emerging as the crucible in which counselors acquire knowledge and skills for the substance abuse SA treatment profession providing a bridge between the classroom and the clinic Supervision is necessary in the SA treatment field to improve client care develop the professionalism of clinical personnel and maintain ethical standards Contents of this report 1 CS and Prof l Develop of the SA Counselor Basic info about CS in the SA treatment field Presents the how to of CS 2 An Implementation Guide for Admin Will help admin understand the benefits and rationale behind providing CS for their program s SA counselors Provides tools for making the tasks assoc with implementing a CS system easier Illustrations Provision of Mental Health Counseling Services Under TRICARE Institute of Medicine,Board on the Health of Select Populations,Committee on the Qualifications of Professionals Providing Mental Health Counseling Services Under TRICARE,2010-06-23 In this book the IOM makes recommendations for permitting independent practice for mental health counselors treating patients within TRICARE the DOD s health care benefits program This would change current policy which requires all counselors to practice under a physician s supervision without regard to their education training licensure or experience **The College and University Counseling Manual** Shannon Hodges, PhD, LMHC, ACS,Kimber Shelton, PhD,Michelle Lyn, PhD,2016-08-28 Campus counseling services today must face the challenges of greater diversity and complexity on campus while making do with fewer resources In order to be maximally effective they must be willing to engage with other services within and beyond the campus itself This comprehensive manual for campus mental health and student affairs professionals is specifically designed to provide the most current information available regarding critical issues impacting the mental health and educational experiences of today s college students It is unique in its focus on outreach beyond the walls of the counseling center and how counseling services can coordinate their efforts with other on and off campus institutions to expand their reach and provide optimal services Written for both mental health counselors and administrators the text addresses ethical and legal issues campus outreach crisis and trauma services substance abuse sexual minorities spiritual and religious issues bullying and aggression web based counseling and psychoeducational services The authors of this text distill their expertise from more than 30 years of combined experience working and teaching in a variety of college and university counseling centers throughout the United States The book serves as both a comprehensive text for courses in college counseling and college student affairs and services as well as an all inclusive manual for all college and university mental health and student affairs professionals Key Features Offers comprehensive up to date coverage of college counseling center practices and programming Provides a unique focus on integration and coordination with other student services within and beyond the campus Covers a wide range

of counseling services including academic and residential Discusses critical contemporary issues such as substance abuse response to violent and traumatic events internet bullying and diversity concerns Written by authors with a wide range of experience in counseling services and other student affairs

**Survey of Present Policies and Practices in College Counseling Centers in the United States of America** Frank A. Nugent, E. N. Pareis, 1968

**A Survey of Policies and Practices in Counseling Centers in Selected Colleges and Universities** Kathleen Duncan Crouch, 1959

[A Handbook and Guide for the College and University Counseling Center](#) B. Mark Schoenberg, 1978-11-14

**Policies and procedures for professional staff members to provide assistance and referral for students, who have behavioral, social, or emotional difficulties** Bucks County Community College. Counseling Center, 1982

**AACD Ethical Standards Casebook** American Association for Counseling and Development, Barbara Herlihy, Larry B. Golden, 1990 This fourth edition of the Ethical Standards Casebook was developed for use in a class in ethics in counseling or in other settings where ethical issues are considered Section 1 presents the revised American Association for Counseling and Development AACD Ethical Standards adopted by the Governing Council in March 1988 Section 2 presents each individual ethical standard followed by several incidents intended to illustrate and clarify the meaning of the standard The incidents vary in their seriousness ranging from gross unethical conduct to behavior reflecting poor practice or questionable judgment Section 3 provides a series of case studies that are more detailed and complex than the incidents in the previous section and are more typical of the situations an AACD member may encounter The case studies reflect the types of complaints that the Ethics Committee receives as well as the current and emerging concerns of the membership Section 4 presents a series of essays intended to provide further information and provoke thought about ethical issues of particular concern to counselors The appendices contain information to which the AACD member may need to refer from time to time including divisional codes of ethics the ethical standards of the National Board for Certified Counselors the AACD Policies and Procedures for Processing Complaints of Ethical Violations and a description of the purpose and procedure of the AACD Legal Action Program NB

*Counseling Centers' Policy and Staff Perceptions Towards Serving the International Student Population* Ata U. Karim, 1996

**Guidelines for the Development of Policies and Procedures** American Correctional Association, 1981

[A Policy and Training Manual for Establishing a Counseling Center at Brighton Chapel](#) Rustin D. Krapfl, 2017

[Counseling Policy and Procedure Manual](#) Ashley Carrington, 2013

*Guidelines for the Development of Policies and Procedures* American Correctional Association, 1988

*Designing, Implementing, and Managing Treatment Services for Individuals with Co-Occurring Mental Health and Substance Use Disorders* Edward L. Hendrickson, 2014-02-25 Your blueprint to develop and manage effective co occurring treatment programs Sequential or parallel treatments for co occurring disorders are much less effective than a quality co occurring treatment program Most mental health and substance abuse professionals know how to provide an effective program for individuals with a substance use or mental health disorder but few are aware of the issues

involved in providing services for those with dual diagnosis Designing Implementing and Managing Treatment Services for Individuals with Co Occurring Mental Health and Substance Use Disorders Blueprints for Action gives you with the tools you need to develop an effective program specific to co occurring treatment as well as to implement and manage the program s services Author Edward Hendrickson shares his knowledge from over two decades of developing and implementing co occurring treatment services Designing Implementing and Managing Treatment Services for Individuals with Co Occurring Mental Health and Substance Use Disorders Blueprints for Action is thorough insightful and informative covering all facets of plan and execution helping you form strategies to address a co occurring treatment program s unique issues The book examines the historical basis of the current dual treatment system to provide the philosophical tenets the program must follow and the essential qualities for an effective treatment program It explores the issues in creating a new program or expanding an existing one as well as the mechanics of day to day management Helpful appendices tables and case examples illustrate the discussion Designing Implementing and Managing Treatment Services for Individuals with Co Occurring Mental Health and Substance Use Disorders Blueprints for Action discusses developing the necessary infrastructure for integrated treatment programs the eight essential qualities for an effective treatment program choosing a target population identifying specific services to implement implementation of services in an existing treatment setting implementation of services in a non mental health or substance abuse setting hiring and training staff clinical supervision and human resource development program management issues multilevel and multi organization systems steps to ensure program survival Designing Implementing and Managing Treatment Services for Individuals with Co Occurring Mental Health and Substance Use Disorders Blueprints for Action is more than an instructional text for students it is an essential resource for any substance abuse and mental health professional considering implementing a co occurring treatment program

**College Students in Distress** Bruce Sharkin, 2013-04-15 Be prepared to deal with campus situations that involve students in emotional crisis College Students in Distress provides college personnel with invaluable information on how to identify and refer emotionally troubled students for professional counseling Dr Bruce S Sharkin a staff psychologist at Kutztown University in Pennsylvania addresses general warning signs of student distress symptoms of specific psychological problems such as anxiety and depression guidelines for interventions and methods of making a referral for counseling The book also examines current mental health issues for college students and provides an overview of common campus policies and procedures such as psychological emergencies withdrawal and readmission and mandatory counseling College Students in Distress provides the answers you need to manage difficult and potentially dangerous situations on campus Case examples based on real life experiences give you a clear sense of what can happen when responding to students in emotional distress particularly when dealing with specific issues and student populations and will help in your efforts to review and or revise the current practices of your school This unique book is essential as a resource and referral guide that raises awareness of this growing national

problem without being limited to the characteristics of a particular college or university Topics examined in College Students in Distress include the impact of mental health problems on academics the roles and functions of college counseling services indicators of emotional disturbance suicidal behavior self inflicted harm eating disorders guidelines for intervention accommodations for students with psychological disabilities and much more College Students in Distress is a must read for faculty and staff members particularly those working in residential life student health and public safety and for administrative offices within student services and student affairs

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