

THE PROFESSIONAL COUNSELOR AS ADMINISTRATOR

*Perspectives on Leadership
and Management in Counseling Services*

Edwin L. Herr • Dennis E. Heitzmann • Jack R. Rayman

Professional Counselor As Administrator Perspectives On Leadership And Management Of Counseling Services Across Settings

Joyce A. Cascio



Professional Counselor As Administrator Perspectives On Leadership And Management Of Counseling Services Across Settings:

The Professional Counselor as Administrator Edwin L. Herr, Dennis E. Heitzmann, Jack R. Rayman, 2006-08-15 A largely undiscussed problem exists in the counseling community Each year many excellent professional counselors with little or no administrative preparation or leadership experience are asked to assume administrative roles in schools colleges and universities state and federal government offices community agencies and foundations The purpose of this book is to lighten their challenge by providing them with knowledge of the basic tasks and tools needed by a professional administrator and equally important how to adapt those tasks and tools to various professional settings Key features of this outstanding new book include the following General Skills Chapters 1 and 2 address the meanings of the terms leadership management and administration examine the tasks associated with each term and provide the concepts and skills e g strategic planning budgeting recruitment and development of staff use of technology etc needed by any counseling administrator in any setting Applications Chapters 3 9 examine the similarities and differences in counseling leadership and management in different settings The point is made that counseling services are rarely stand alone structures typically they are part of larger institutions to which they must demonstrate their contribution No other book examines how counseling services are adapted to different settings Expertise Written by three professional counselors who collectively have more than 90 years of administrative experience this book supplements existing research and scholarship with a wealth of personal experience especially on those topics where the published literature is thin This book is appropriate for the following audiences 1 graduate students in counselor education or counseling psychology who aspire to leadership positions 2 practicing counselors entering or those new to administrative positions 3 practicing counselors seeking to understand the institutional settings in which they practice and 4 counseling administrators seeking an easy to use reference volume *Being a College Counselor on Today's Campus* Bruce S. Sharkin, 2012 First Published in 2012 Routledge is an imprint of Taylor Francis an informa company The New Handbook of Administrative Supervision in Counseling Patricia G. Henderson, 2009-01-30 Sponsored by the Association for Counselor Education and Supervision To deliver excellent culturally responsive services to clients a successful administrative supervisor must provide leadership to professional counselors manage counseling services and work effectively within their agency The New Handbook of Administrative Supervision in Counseling is written for first line supervisors who work in mental health agencies private practices or in a schools It highlights the skills needed to fulfill eighteen job responsibilities such as implementing your vision advocating for services and staff members navigating the politics inherent in work environments team building managing budgets and other realities while still maintaining your own professional integrity and development Useful forms and self directed exercises are provided to facilitate personal reflection

The Counselor's Companion Jocelyn Gregoire, Christin Jungers, 2013-05-13 Students and recent graduates of

counseling and human services programs will consider *The Counselor's Companion* an indispensable tool to enhance professional practice knowledge and skill. The text is a reference style resource that provides new counselors with a way to bridge the gap between what they learned in the classroom and the challenges they will meet in their practice. Beginning counselors will find concise answers to common questions that will likely arise in the course of their professional development and a reliable reference companion as they embark on their careers in the profession. This volume features contributions from counselor educators and professionals in the field guided largely by the core curriculum of the Council for Accreditation of Counseling and Related Program CACREP. Information is presented in brief form making the main points of each section concise, clear, visible, and easily accessible. Readers are also introduced to cutting edge areas of research.

Advancing Social Justice Through Clinical Practice Etiony Aldarondo, 2007-03-21. There is a healthy development in the human service professions these days. At community clinics, private practices, and universities around the country, mental health professionals and service providers are working with increased awareness of the toxic effects of social inequities in the lives of people they aim to help. Quietly, by acting out their

Encyclopedia of Career Development Jeffrey H. Greenhaus, Gerard A. Callanan, 2006-05-16. With more than 300 articles, the Encyclopedia of Career Development is the premier reference tool for research on career-related topics. Covering a broad range of themes, the contributions represent original material written by internationally renowned scholars that view career development from a number of different dimensions. This multidisciplinary resource examines career-related issues from psychological, sociological, educational, counseling, organizational behavior, and human resource management perspectives. **Fundamentals of Case and**

Caseload Management Lee Ann Rawlins Williams, Gina Oswald, 2024-03-19. Helps rehabilitation students and professionals successfully navigate the intricacies of case and caseload management in collaborative settings. Master the art of case and caseload management in rehabilitation counseling with this comprehensive guide. Anchored in real-world practice, it delivers proven strategies, multicultural insights, and collaborative techniques to help professionals and students streamline workflows, prioritize cases, and make ethical decisions. Includes interactive pedagogy, tech tools, and flexible learning formats for academic and professional development. Key Features: Covers prioritization, resource allocation, collaboration, ethics, tech tools, and documentation for rehab case management. Gain tools to manage complex cases efficiently, make ethical decisions, and collaborate across rehab disciplines. Features Putting It into Practice sections, case studies, and discussion questions to support critical thinking and application. Authored by experts in rehabilitation counseling with deep experience in interdisciplinary collaboration and professional training. *Joyce in the Belly of the Big Truck; Workbook* Joyce A. Cascio, 2005-05.

Resources in Education, 1997. Graduate and Undergraduate Study in Marriage and Family, 2002.

Graduate Programs in the Humanities, Arts and Social Sciences 2008 Peterson's Guides Staff, Peterson's, 2007-11. The six volumes of Peterson's Annual Guides to Graduate Study, the only annually updated reference work of its kind, provide

wide ranging information on the graduate and professional programs offered by accredited colleges and universities in the United States and U S territories and those in Canada Mexico Europe and Africa that are accredited by U S accrediting bodies Books 2 through 6 are divided into sections that contain one or more directories devoted to individual programs in a particular field Book 2 contains more than 12 500 programs of study in 152 disciplines of the humanities arts and social sciences *Current Index to Journals in Education* ,2002 *Catalog* University of Illinois at Urbana-Champaign. Office of Human Resources Development,1993 *Cincinnati Magazine* ,2003-04 Cincinnati Magazine taps into the DNA of the city exploring shopping dining living and culture and giving readers a ringside seat on the issues shaping the region

Resources in Education ,1996 **Diverse Issues in Higher Education** ,2006 *The University of Virginia Record* University of Virginia,1993 Journal of Rehabilitation ,1972 **Who's who in American Education** ,1990

Professional Counseling Excellence through Leadership and Advocacy Catherine Y. Chang,Casey A. Barrio Minton,2021-11-17 Professional Counseling Excellence through Leadership and Advocacy provides readers with the knowledge skills and qualities to succeed as leaders and advocates throughout their careers Edited by leaders in counselor education and endorsed by Chi Sigma Iota this text places leadership and advocacy in a historical context while strengthening the foundational knowledge and skills counselors need The new edition integrates the Multicultural and Social Justice Counseling Competencies MSJCCs and applies them to a variety of counseling settings at both local and state levels Chapters also address leadership and design of effective counselor education programs curricular implications supervision and consultation and research directions The new edition is designed for counselor educators and supervisors and doctoral level counselor education students who are studying leadership and advocacy as one of five core areas within the 2016 CACREP standards and for master s level students and practitioners who are growing their leadership and advocacy skills

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