

1. Record Nr.	UNINA9910453878403321
Autore	Henderson Patricia, Ed. D.
Titolo	The new handbook of administrative supervision in counseling [[electronic resource] /] / Patricia Henderson
Pubbl/distr/stampa	New York, : Routledge, 2009
ISBN	1-135-84394-5 1-281-90101-6 9786611901011 0-203-88730-1
Descrizione fisica	1 online resource (381 p.)
Disciplina	371.4
Soggetti	Educational counseling - United States - Administration Student counselors - United States School personnel management - United States Electronic books.
Lingua di pubblicazione	Inglese
Formato	Materiale a stampa
Livello bibliografico	Monografia
Note generali	"A product of the Association for Counselor Education and Supervision."
Nota di bibliografia	Includes bibliographical references (p. [333]-343) and index.
Nota di contenuto	Book Cover; Title; Copyright; Contents; List of Figures; Preface; Acknowledgements; I Defining Administrative Supervision in Counseling; 1 Defining Administrative Supervision; II Administrative Supervisors: Promote Client Welfare; 2 Maintain the Clients as the Number One Priority; 3 Be Responsive to Clients' Diverse Cultures; 4 Uphold Relevant Legal, Ethical, and Professional Standards; III Administrative Supervisors: Ensure Their Departments Contribute to the Quality of Their Agencies' Services and Service Delivery Systems 5 Align the Department With the Agency's Structure, Mission, Policies, and Practices6 Communicate Effectively Within the Agency and the Department; 7 Advocate for the Clients, Counseling and Counselors Within and Outside the Agency; 8 Establish Professional Cultures That Support Excellence; 9 Build Healthy, Meaningful Professional and Personal Relationships With Each Sta. Member; 10 Nurture Continuous Improvement of Each Staff Member's Performance; 11 Apply Your Own Models for Providing Effective Administrative Supervision; 12 Organize Staff Members for Effective Service Delivery

13 Implement Effectively a Performance Management System  
14 Evaluate Each Staff Member's Performance; V Administrative Supervisors: Design, Maintain and Improve an Effective and Efficient Service Delivery System for Clients; 15 Operationalize the Vision for the Department; 16 Acquire and Manage Resources; 17 Improve Continuously the Counseling Service Delivery System; 18 Lead the Process to Plan, Design, Deliver, Evaluate and Enhance the Service Delivery System; VI Administrative Supervisors: Strive Continuously for Excellence in Fulfillment of Their Administrative Supervision Responsibilities  
19 Develop Continually Your Own Supervisory Competence  
Appendixes; Appendix A Standards for Counseling Supervisors; Appendix B Ethical Guidelines for Counseling Supervisors: Association for Counselor Education and Supervision; Appendix C Multicultural Counseling Competencies and Standards; References; Index

---

Sommario/riassunto

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,

---