**Professional Counselor I Standard Job Description**

**Classification Title:** Professional Counselor I

**FLSA Exemption Status:** Exempt

**Pay Grade:** 11

**Minimum Pay:** $60,000.00

**Job Description Summary:**

The Professional Counselor I, under general supervision, provides multiculturally competent mental health counseling and outreach to individuals, couples, and groups.

**Essential Duties and Tasks:**

**30%: Clinical Services & Licensure Supervision**

* Provides mental health counseling as well as crisis intervention to individuals, couples, and groups.
* Provides outreach presentations for students, faculty, and staff members about counseling services, programs, professional development topics, issues, etc.
* Participates in weekly licensure supervision including review of recorded sessions and case review.

**20%: Administrative Needs**

* Meets ethical obligations for timely documentation of counseling services per State of Texas licensure requirements and Counseling & Psychological Services policies.
* Engages in counseling related activities including administering and interpreting psychological tests/inventories, making referrals, and managing various organizational and administrative aspects of counseling cases.

**10%: Supervision & Consultation**

* Provides supervision for Master/Doctoral level students in Counseling and Counseling Psychology, and adjunct supervision for Doctoral interns.
* Provides consultation to faculty, staff, students, and parents.
* Seeks consultation from peers and leadership for difficult clinical cases per State of Texas licensure requirements.

**10%: Departmental Needs**

* At times of high student need, flexes schedule to provide additional clinical services including appointments, outreach, crisis, and other duties as needed.
* Serves on departmental committees and meetings, division and university committees, and other university functions.
* Assists with organizational and administrative tasks, as requested.

**10%: Professional Development & Research**

* Per state licensure requirements, participates in continuing education and professional development activities related to the performance of job functions and maintenance of skills in one’s professional specialty area.
* Engages in applied research and evaluation activities.
* Publishes and/or disseminates the results of research and evaluation efforts.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Qualifications:**

**Required Education:**

* Master’s degree in Counseling and Guidance, Social Work, Counseling, Clinical Psychology, or other specialty related to job function.

**Required Experience:**

* Practical/field placement relevant to college counseling, or supervised experience related to job function.

**Required Licenses and Certifications:**

* Eligible for licensure as a Texas Licensed Professional Counselor-Intern (LPC-Intern), Licensed Professional Counselor (LPC), Licensed Marriage and Family Therapist (LMFT), Licensed Masters Social Worker (LMSW), or Licensed Clinical Social Worker (LCSW). Must maintain licensure for continued employment.

**Required Knowledge, Skills, and Abilities:**

* Knowledge of Clinical competency in multicultural counseling.
* Ability to multitask and work cooperatively with others.
* Adherence to the Ethical Principles and Code of Conduct for the relevant Texas State Licensing Board and all relevant laws of the State of Texas.

**Additional Information:**

**Machines and Equipment:**

* Computer
* Phone
* Copier

**Physical Requirements:**

* None.

**Other Requirements and Factors:**

* This position is security sensitive.
* This position requires compliance with state and federal laws/codes and Texas A&M University System/TAMU policies, regulations, rules and procedures.
* All tasks and job responsibilities must be performed safely without injury to self or others in compliance with System and University safety requirements.

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

[ ]  **Yes**

[x]  **No**

**Does this classification have the ability to work from an alternative work location?**

[ ]  **Yes**

[x]  **No**