**Professional Counselor II Standard Job Description**

**Classification Title:** Professional Counselor II

**FLSA Exemption Status:** Exempt

**Pay Grade:** 12

**Minimum Pay:** $66,000.00

**Job Description Summary:**

The Professional Counselor II, under general supervision, provides multiculturally competent mental health counseling and outreach to individuals, couples, and groups. May provide adjunct supervision for graduate students in counseling, counseling psychology, and graduate assistants.

**Essential Duties and Tasks:**

**30% Clinical Services, Licensure Supervision, and Case Management**

* Provides mental health counseling, crisis intervention, and tracking for 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 for Level I clinicians, provisionally licensed interns, and/or practical students.

**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, tracking high-risk clients, 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, parents, and community partners.
* Provides CAMS consultations/CAMS assessment coordination.
* 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 including the Behavior Intervention Team. Works in partnership with Student Assistance Services for high-risk clients.
* Assists with organizational and administrative tasks, as requested.

**5% Outreach & Presentations**

* Provides outreach presentations for students, faculty, and staff members about case management and crisis stabilization training.
* Provides professional presentations at local, regional, and national conferences and workshops.

**5% 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:**

* LPC’s must have completed at least 3000 clock hours of post-licensure clinical mental health experience in no less than 18 months of supervision. LMFT’s must have completed 3000 clock hours of full-time post-licensure clinical experience in no less than 24 months with 200 hours of supervision. LCSW’s must have completed at least one year of supervised clinical experience with 100 hours of supervision and have passed their state board exam.

**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**