**Professional Counselor III Standard Job Description**

**Classification Title:** Professional Counselor III

**FLSA Exemption Status:** Exempt

**Pay Grade:** 13

**Minimum Pay:** $72,600.00

**Job Description Summary:**

The Professional Counselor III, under general supervision, provides multiculturally competent mental health counseling and outreach to individuals, couples, and groups. Provides training seminars and professional expertise. May supervise assigned staff. Assists in the coordination of counseling services, programs, and the development of new programs.

**Essential Duties and Tasks:**

**30% Clinical Mental Health Counseling (Direct Service)**

* Provides mental health counseling and crisis intervention to individuals, couples, and groups. Offers consultation services to faculty, staff, students, and parents. Conducts weekly supervision/training for provisionally licensed interns and/or practica students. Provides adjunct supervision for graduate students in counseling. Delivers outreach presentations on various professional development topics.

**20% Clinical Administrative Duties**

* Ensures timely documentation of counseling services in compliance with State of Texas licensure requirements. Engages in activities such as administering psychological tests, making referrals, and case management. Assists in coordinating and developing counseling services and programs.

**10% Consultation, Training, and Professional Development**

* Seeks peer and leadership consultation for complex clinical cases. Participates in continuing education and professional development activities. Serves on various committees and provides training seminars for professionals.

**5% Crisis Response**

* Collaborates with law enforcement during campus crisis calls. Assesses risk concerns and provides clinical guidance. Engages in crisis stabilization meetings and case management activities.

**5% Mental Health Case Management**

* Works with UPD, CAPS, and Student Assistance Services on complex mental health cases. Communicates outcomes of police calls and consumer referrals. Coordinates closely with CAPS Case Referral Manager for case tracking.

**5% Educational Programming and Training**

* Trains officers and staff on crisis intervention and mental health consumer interactions. Advocates and educates campus stakeholders on mental health issues.

**5% Administrative Duties**

* Assists in developing policies and protocols. Collects and reports data in accordance with licensure requirements and policies. This consolidation highlights the core responsibilities and organizes them into clear categories for ease of understanding and reference. If you need further assistance or adjustments, feel free to let me know!

**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:**

* Five years post-licensure clinical mental health experience in college counseling center or other relevant setting.

**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.
* Licensing / Professional Certification
* Texas Licensed Professional Counselor (LPC), Licensed Marriage and Family Therapist (LMFT), or Licensed Clinical Social Worker (LCSW). Must maintain licensure for continued employment.

**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**