**Professional Counselor IV Standard Job Description**

**Classification Title:** Professional Counselor IV

**FLSA Exemption Status:** Exempt

**Pay Grade:** 14

**Minimum Pay:** $79,860.00

**Job Description Summary:**

The Professional Counselor IV, under general supervision, provides multiculturally competent mental health counseling and outreach to individuals, couples, and groups. Provides consultation for crisis intervention. 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:**

**40% Clinical Service**

* Provide mental health counseling, crisis intervention, and short-term emotional support for clients.
* Facilitate client decision-making around medical treatment and end-of-life issues with the veterinary healthcare team.
* Provide case debriefing, short term follow-up client counseling, and mental health referrals (as necessary) with local services for VMTH clients.
* Facilitate timely rounds to debrief, educate, and support medical team members regarding client interactions.
* Provide mediation and conflict management for clients and veterinary teams.

**20% Teaching**

* Develop and facilitate small group interactive learning sessions for VMTH regarding communication, grief, death and dying, compassion fatigue, and conflict management.
* Conduct in-the-moment case-based teaching related to client stress and difficult dialogue in the hospital.
* Provide annual orientation and training for interns, residents, and new faculty members.
* May provide weekly supervision/training including review of recorded sessions and case review for provisionally licensed interns and/or practica students.
* May provide adjunct supervision for masters and doctoral degree graduate students in counseling, counseling psychology, and graduate assistants.

**20% Administrative**

* Work with hospital and departmental leadership to establish the direction, goals, agendas, implementation strategies, and policies surrounding conflict management.
* Work with hospital and departmental leadership to develop, establish, and implement hospital and departmental wellness and wellbeing initiatives for staff and faculty.
* Maintain ongoing assessment and evaluation of programs and services provided.
* Establish and provide communications, promotions, and public relations for the VMTH regarding wellbeing and mental health.
* Work as the chief Culture Officer to execute and promote culture and wellness initiatives.
* Serve on various University, School, and committees and represent at various state and national associations.
* Engage in counseling-related activities including administering and interpreting psychological tests/inventories, making referrals, and managing various organizational and administrative aspects of counseling cases.
* Provide consultation to faculty, staff, students, and parents.
* Seek consultation from peers and leadership for difficult clinical cases per State of Texas licensure requirements.
* Per state licensure requirements, participate in continuing education and professional development activities related to the performance of job functions and maintenance of skills in one’s professional specialty area.
* Provide outreach presentations for students, faculty, and staff members about counseling services, programs, professional development topics, issues, etc.
* Provide professional presentations at local, regional, and national conferences and workshops.
* Provide training seminars for early career professionals.
* Engage in applied research and evaluation activities. Publish and/or disseminate the results of research and evaluation efforts.
* Assist in the coordination of counseling services and programs, development of new programs, and organizational and administrative tasks.
* Act on behalf of the supervisor, as needed.

**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, other specialty related to job function, or equivalent combination of education and experience.

**Required Experience:**

* Ten 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**