**Associate Director, Counseling Services P17 Standard Job Description**

**Classification Title:** Associate Director, Counseling Services P17

**FLSA Exemption Status:** Exempt

**Pay Grade:** 17

**Job Description Summary:**

The Associate Director of Counseling Services under general direction, oversees the operation of programs and services for individual and group psychotherapy, faculty consultation, on-call crisis intervention, academic success skills training, and psychological educational outreach services.

**Essential Duties and Responsibilities:**

**40% Supervision and Management of Counseling Staff**

* Hires, trains, supervises, and evaluates professional counseling staff.
* Supervises clinical work of licensed clinical staff, including psychological and counseling services.
* Monitors staff workloads to ensure effective use of resources.
* Supervises practicum trainees/interns as needed.

**20% Consultation and Outreach Services**

* Provides consultation and outreach services to campus and community members related to mental health issues.
* Coordinates offerings of continuing education and professional development activities.
* Consults with faculty, staff, and students regarding mental health concerns.

**10% Coordination of Client Care**

* Participates in weekly case conferences and informal case consultations to coordinate client care.
* Coordinates multidisciplinary case management of clients.
* Obtains professional consultation and informs team of high-risk students.

**10% Professional Development and Performance Evaluation**

* Maintains professional licensure and pursues relevant professional development activities.
* Engages in applied research and outcome assessment to evaluate personal performance.
* Serves on departmental and university committees related to counseling and student services.

**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.

**Required Education and Experience:**

* Doctoral degree in Counseling, Clinical Psychology or related field.
* Two years of related experience.

**Required Licenses and Certifications:**

* Must become licensed as a psychologist within Texas within one year of employment.

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

* Ability to multitask and work cooperatively with others.
* Knowledge of word processing, spreadsheet, and database applications.
* Knowledge of effective therapy and general clinical skills.
* Excellent verbal and written communication skills.
* Ability to use DSM-V.
* Ability to demonstrate competency in providing short-term individual counseling, relationship counseling, group counseling, and crisis intervention and assessments.
* Ability to work with sensitive information and maintain confidentiality.

 **Machines and Equipment:**

* Computer
* Telephone

**Physical Requirements:**

* None

**Other Requirements and Factors:**

* None

**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**