



**TEXAS WOMAN'S**  
UNIVERSITY™

**DATE ISSUED:** 11/05  
**FLSA:** Exempt  
**PTO:** VCS

## ***JOB DESCRIPTION***

### ***TITLE***

Staff Psychologist

### ***JOB SUMMARY***

Performs individual, marital, couples, group, and crisis intervention counseling to students experiencing social, emotional, and vocational difficulties. Provides psychological testing and makes appropriate referrals for services, supervises as appropriate, consults with faculty, staff, and students, and performs outreach functions. Work is performed under general supervision and performance is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

### ***ORGANIZATIONAL RELATIONSHIPS***

*Reports to:* Director of Counseling Center

*Supervises:* Practicum students, limited supervision of psychology interns

### ***ESSENTIAL DUTIES - May include, but not limited to the following:***

- Provides individual, couples, group, and crisis counseling relative to personal and social problems.
- Provides outreach workshops and lectures.
- Maintains up-to-date files on clients.
- Supervises psychology interns and TWU practicum students, as appropriate to level of training.
- Consults with faculty and staff concerning student needs.
- Collects demographic data to maintain statistics on center usage.
- Acts as a campus resource on psychology.
- Acts as liaison between client and community resources as needed.
- Provides non-qualifying supervision for psychology interns
- Administers and interprets psychological tests and conducts psychological assessments and diagnoses.
- Participates in Student Life Division activities.

- Responsible for establishing job standards for subordinate staff and effectively evaluating staff under charge. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

### **ADDITIONAL DUTIES**

- Performs other duties as requested.

### **EDUCATION**

Doctoral degree in Counseling or Clinical Psychology. Must be eligible for licensure as a psychologist in Texas. Must become licensed as a psychologist in Texas within eighteen months of the start of employment.

### **EXPERIENCE**

Completed one year pre-doctoral internship at an APA- approved internship site. Prefer internship in a university counseling center.

### **REQUIREMENT**

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

### **KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:**

- Knowledge of modern counseling practices and methods.
- Knowledge of and adherence to existing professional ethical standards.
- Ability to form and maintain effective counseling relationships with clients, to monitor client movement in the therapy process, and terminate the relationship in appropriate ways.
- Ability to plan, implement, evaluate, and report activities.
- Ability to supervise employees, providing direct training when needed.
- Ability to effectively communicate orally, both in person and by telephone.
- Ability to plan, implement, and evaluate outreach programs and workshops.
- Ability to effectively communicate in writing and to prepare written documents.
- Ability to maintain a consistent and dependable work schedule adhering to state requirements for employee work hours.
- Ability to occasionally travel to meetings, other campuses, and counseling sites.
- Ability to respond to emergency situations in a timely manner.

- Ability to use a personal computer and other office equipment, including related university software and email.

### **PHYSICAL DEMANDS**

The physical demands described in the Essential Duties and below are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

The employee may be required to travel.

### **WORK ENVIRONMENT**

All employees are responsible for maintaining an environment that is free from discrimination, intimidation, harassment, including sexual harassment. Work is normally performed in a typical interior work environment.

### **SAFETY**

TWU promotes a safe working environment. Employees are responsible for completing assigned tasks safely and efficiently, and supervisors are responsible for creating and maintaining a safe work environment. Employees must report any unsafe work conditions or practices, as well as any near-miss incidents, to their supervisor and Risk Management. Supervisors and employees should ensure that injury/accident reports are submitted to the Office of Human Resources and Risk Management within 24 hours of the incident.

*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Employee Printed Name:** \_\_\_\_\_

***Texas Woman's University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.***

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***Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, gender, sex, sexual orientation, ethnic origin, age, veteran's status, or against qualified disabled persons.***

***All positions at Texas Woman's University are deemed security sensitive requiring background checks.***