



DATE ISSUED: 09/18
FLSA: Exempt
PTO: VCS

JOB DESCRIPTION

TITLE

Associate Director, Counseling and Psychological Services - Dallas and Houston

JOB SUMMARY

This senior level position assists the Director with the management of the Center's clinical services at the Dallas and Houston Counseling Center locations. This individual will help oversee the provision of the following clinical services: intake assessment; individual/couples/group therapy; and crisis intervention to ensure the most effective services are provided to a culturally diverse student population. Other responsibilities include the provision of therapy service and outreach/consultation to the university community. Less regularly, the position may also include clinical supervision of psychologists in training. Psychological practice is performed in accordance with the rules and regulations of the Texas State Board of Examiners of Psychologists as well as the American Psychological Association Ethics Code. 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 and Psychological Services

Supervises: Full-time and part-time Psychologist in Houston and part-time Psychologist in Dallas; interns and practicum students (as assigned), Contract Therapists

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

- Provides direct psychological service including individual, couples and group therapy as well as formulating diagnosis and treatment plans.
- Performs triage intake assessments.
- Provides clinical supervision of Dallas and Houston clinical staff, including new contract therapist, interns and practicum students as assigned.

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- Assists Assistant Director of Clinical Services with maintenance and changes to Titanium scheduling, formatting, and system configuration particularly as related to clinical procedures at the Dallas and Houston campuses.
- Assists Director with data collection and analysis (Dallas and Houston) of TWU CAPS services data across all three campuses to identify trends and project future service needs.
- Preventative mental health outreach programming.
- Consultation with faculty, staff and students regarding mental health related issues.
- Participates in University wide and Student Life Division committees, particularly related to Strategic Planning, the TWU Health and Wellbeing Initiative, and other University initiatives as approved by Director.
- Serves as a member of the CAPS leadership team, along with the Director, Associate Director/Training Director, and Associate Director of Clinical Services. In the absence of the Director, the Associate Directors supervise all operations of CAPS.
- Communicates across CAPS leadership and staff to ensure Denton, Dallas, and Houston sites are united in achieving CAPS' overall mission, purpose, strategic initiatives, and functioning as a cohesive agency.
- Manages Dallas and Houston budget, including purchasing card.
- Responsible for the management of CAPS Dallas and Houston waitlist, including tracking and following-up with waitlist clients.
- For Dallas and Houston TWU CAPS, develops and maintains a comprehensive referral network, identifies professional resources in the community in order to make appropriate student referrals, organizes and implements system for evaluation of referral sources.
- Responsible for bi-annual implementation of CAPS Treatment Record Quality Assurance Checklist (QAC) for Dallas and Houston clinical staff.
- Responsible for the management and coordination of Dallas and Houston CAPS referrals to the Victims Assistance Grant contract therapist.
- 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

- Assists Director with recruiting and hiring new staff in Dallas and Houston.
- Performs other duties as requested.

EDUCATION

Ph.D. in Counseling or Clinical Psychology. Licensure as a Psychologist in the State of Texas.

EXPERIENCE

Five years of work experience; Ph.D. or Psy.D. in counseling or clinical psychology; extensive university counseling center experience; breadth and depth of varied clinical service delivery; supervision experience; Proven leadership ability.

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 general counseling center policies and procedures including all relevant state and federal laws and professional ethics.
- Knowledge of best practices related to psychotherapy (individuals, couples, and group, crisis intervention and clinical supervision).
- Extensive knowledge of women's and multicultural issues as they relate to the field of psychology.
- Ability to oversee administrative aspects of a clinical service delivery program.
- Strong knowledge related to the unique issues of a college campus with allied health students.
- Skilled in Titanium software, Word, and Excel.
- Outreach programming/excellent public speaking ability.
- Strong mental health consultation.
- Ability to apply psychological assessment.
- Strong crisis intervention skills.
- Demonstrates multicultural competence.
- Demonstrates commitment to women's issues.
- Excellent organizational skills.
- Strong interpersonal skills.
- Ability to effectively monitor and manage time to accomplish job tasks.
- Ability to delegate appropriately.
- Strong team player mentality.
- Strong consumer satisfaction mentality.
- Ability to use personal computer and other office equipment, including university related software and email.

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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 be on-call, work weekends, and 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.