



TEXAS WOMAN'S
UNIVERSITY™

DATE ISSUED: 01/14
FLSA: Exempt
PTO: VCS

JOB DESCRIPTION

TITLE

Staff Counselor

JOB SUMMARY

Performs individual, marital, family, group, and crisis intervention counseling to students experiencing social, emotional, and vocational difficulties. Provides testing and makes appropriate referrals within scope of professional license, 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 as appropriate and assigned

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

- Provides counseling to TWU students through a scheduled or crisis intervention program
- Provides outreach workshops and lectures.
- Maintains up-to-date files on clients.
- Supervise 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.
- 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

- Participates in Student life activities.
- Performs other duties as requested.

EDUCATION

Master's degree in Counseling or Clinical Psychology or a related field of study. Prefer doctorate in counseling-related field. Must be eligible for licensure in Texas as a Licensed Professional Counselor. Must be licensed as a Licenses Professional Counselor in Texas within 18 months of the start of employment.

EXPERIENCE

Prefer counseling experience 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.

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,

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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.