



DATE ISSUED: 12/16
FLSA: Exempt
PTO: VCS

JOB DESCRIPTION

TITLE

Associate Director/Director of Training, Counseling & Psychological Services
Texas Woman's University, Counseling and Psychological Services/Denton

JOB SUMMARY

This senior level position serves as part of the management team and assists the Director with day to day operations and long term planning to ensure the most effective services are provided to a culturally diverse student population. Additionally, this position is responsible for managing the APA accredited pre-doctoral internship program. Other responsibilities include supervision of the Practicum Coordinator; the provision of therapy services; clinical supervision of psychologists in training; and outreach/consultation to the university community. 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, Counseling and Psychological Services

Supervises: Practicum Coordinator, psychology interns, and practicum students

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

- Manages the overall planning, training, and clinical aspects of the APA-accredited pre-doctoral psychology internship program.
- Provides direct psychological service including individual, couples and group therapy as well formulating diagnosis and treatment plans.
- Provides crisis intervention, walk-in and after hours on-call.
- Performs triage intake assessments.
- Consults with faculty, staff and students regarding mental health related issues.
- Responsible for preventative mental health outreach programming.

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- Assumes primary coverage and administrative responsibilities of CAPS in Director's absence as well as ongoing Associate Director responsibilities.
- Assists Director in day to day operations and long term planning.
- Oversees management of Titanium software regarding issues of security, digital recording for trainees, paperless implementation, and upgrades particularly in relation to the training programs under the consultation of the Director.
- Consults with Office of Technology staff to ensure client confidentiality and overall system integrity.
- Assumes supervisory responsibility for the Practicum Coordinator and assists Director with annual performance reviews.
- Serves as lead consultant for all Senior Staff clinical supervision of trainees' activities.
- Directs performance evaluations procedures for the clinical supervisors' review of Center trainees.
- Assists with the development of trainee remediation plans.
- Leads Supervisors Consultation meeting and Training Committee.
- Serves as Lead Consultant to University community regarding the psychological impact of the diversity related issues.
- Continues to maintain professional competencies through participation in professional organizations and through attendance at relevant conferences and workshops.
- Adheres to workplace safety policies and procedures.
- 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

- Serves on campus wide committees as approved by the Director.
- Participates in Student Life Division activities.
- Performs other duties as requested.

EDUCATION

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

EXPERIENCE

Four years of post-doctoral work experience in a clinical setting, preferably a university counseling center. Varied breadth and depth of therapy service delivery with diverse student populations as well as clinical supervision experience with psychologists in training. Proven

leadership skills and demonstrated ability to manage the complex administrative aspects of a training program.

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/federal laws and professional ethics.
- Knowledge of best practices related to psychotherapy (individuals, couples, and group).
- Knowledge of crisis intervention best practices.
- Extensive knowledge of clinical supervision best practices.
- Extensive knowledge of women's and multicultural issues as they relate to the field of psychology.
- Knowledge of Titanium software.
- Strong written and oral communications skills.
- Strong public speaking skills.
- Strong interpersonal skills.
- Strong consumer satisfaction mentality.
- Ability to effectively monitor and manage time to accomplish job tasks.
- Ability to delegate appropriately.
- Ability to establish and maintain effective working relationships with students, faculty, staff and the public.
- Ability to develop, organize, facilitate, and evaluate programs.
- Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.
- Ability to effectively manage and lead professional staff as well as provide administrative guidance within area of responsibility, providing direct and timely feedback as needed.
- Ability to integrate resources, policies, and information for the determination of procedures, solutions, and other outcomes.
- Ability to handle recurring peaks (generally October-November and April-March) in clinical service utilization. These peak times include increased clinical caseload, crisis intervention, and training/supervision responsibilities which require increased stamina.
- Ability to use personal computer and other office equipment, including university related 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.