



DATE ISSUED: 12/18
FLSA: Exempt
PTO: VCS

JOB DESCRIPTION

TITLE

Psychology Intern

JOB SUMMARY

Performs supervised individual, couples, crisis intervention and group counseling to students experiencing social, emotional, and vocational problems. Provides psychological assessments and makes appropriate referrals. Supervision for work provided by a licensed Psychologist. 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 Training/ Associate Director of CAPS

Supervises: Practicum students

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 intake and risk assessments.
- Responsible for crisis intervention walk-ins and after hours on-call.
- Performs preventative mental health outreach programming.
- Provides consultation with faculty, staff and students regarding mental health related issues.
- Maintains up-to-date recordkeeping on clients using Titanium software, CCAPS administration, and other web-based technologies.
- Follows policies and procedures to collect data and ensures data integrity to maintain accurate statistics on CAPS service utilization.
- Provides clinical supervision to psychology trainees as assigned.
- Participates in weekly meetings related to psychology trainees as well as other staff meetings.

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- Makes steady progress towards meeting all doctoral requirements to graduate at end of the internship.
- Attends training seminars and supervision meetings on a weekly basis.
- Adheres to workplace safety policies and procedures.

ADDITIONAL DUTIES

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

EDUCATION

Must be a current Doctoral level student in a counseling or clinical psychology program, which requires a doctoral internship. Must have completed the equivalent of four semesters of supervised Practicum courses in counseling/psychotherapy, a course in group psychotherapy/or one semester of supervised group therapy experience, an ethics course and all other course work and qualifying examinations. Must be approved by their graduate program's Director of Clinical Training as ready for the internship experience.

EXPERIENCE

The equivalent of four semesters of supervised practicum courses in counseling/psychotherapy. Must meet the minimum qualifications regarding doctoral program experience mentioned above. Four semesters of therapy practicum experience with some experience with women's/gender issues and college mental health is preferred. Commitment to working with diverse clients and dedication to continuing to develop multicultural competence is preferred.

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).

- Knowledge of women's, gender and multicultural issues as they relate to the field of psychology.
- Ability to develop, organize, facilitate, and evaluate programs.
- Strong organizational skills.
- 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 establish and maintain effective working relationships with students, faculty, staff and the public.
- Ability to handle peaks (generally October-November and April-March) in clinical service utilization.
- Ability to use clinical supervision to explore areas of growth and difficulties encountered during the internship experience.
- Ability to use personal computer and other office equipment including university related software and email.
- Ability to maintain a consistent and dependable work schedule adhering to state requirements for employee work hours.
- Ability to respond to emergency situations in a timely and appropriate 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. The employee is required to work on-call.

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

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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, 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.