



TEXAS WOMAN'S
UNIVERSITY™

DATE ISSUED: 04/18
FLSA: Exempt
PTO: VCS

JOB DESCRIPTION

TITLE

Director for Counseling and Family Therapy Clinic

JOB SUMMARY

Performs coordination and administrative management of the Counseling and Family Therapy Clinic and its personnel (staff, clinical supervisors, managers, and student interns), including administrative supervision of student interns and student employees, monitoring and coordinating practicum students, participating in Clinic activities, overseeing the day-to-day responsibilities of the clinic, providing and overseeing supervision and crisis management related to client care as clinically necessary, producing required reports, and other administrative responsibilities in collaboration with faculty and staff under the direction of the Department Chair. Work is performed under general supervision by the Chair of the Department of Family Sciences and performance evaluation will be 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: Family Sciences Department Chair

Supervises: May supervise clerical staff, and Student Assistants

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

- Directs activities of Counseling and Family Therapy Clinic.
- Hires, evaluates, and remediates clinical students participating in the clinic activities.
- Conducts clinic orientation sessions, in collaboration with the Internship Supervisors, for students before they begin their clinic assignments.
- Assigns and oversees student caseloads in conjunction with the Internship Supervisors.
- Develops and oversees ongoing training of clinical students in client care and professionalism, in conjunction with the Internship Supervisors.
- Cooperates with Internship Supervisors in using clinical and supervision skills to work with clients and students.
- Monitors and updates TWU CFTC Website and Advertising.

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- Provides and maintains parking accommodations and permits for clinic guest and clients.
- Develops, supports, and maintains research and data collection related to clinical care and faculty collaborations.
- Maintains billing and contracts maintenance for community contracts.
- Manages, orders, and tracks office supplies and equipment.
- Advertises, recruits, and hires student employees for clinic positions.
- Collaborates in the preparation, monitoring and reporting of the Clinic budget.
- Monitors clinic activities to assure written policies and guidelines are developed, evaluated, and observed.
- Collects clinic data and develops reports in collaboration with program coordinators.
- Develops and maintains record keeping procedures in accordance with the Health Insurance Portability and Accountability Act of 1996 (HIPAA), the Family Educational Rights and Privacy Act of 1974 (FERPA), university policies, external agencies, and established professional practices and standards.
- Provides reports to external agencies when legally requested.
- Markets the Clinic and its services.
- Develops and maintains collaborative and productive relationships and partnerships within the community and the university.
- Completes credential and continuing education units as part of professional licensure.
- Observes work and safety rules.

ADDITIONAL DUTIES

- Performs other duties as requested.

EDUCATION

Graduate degree. Terminal degree from Council for Accreditation of Counseling & Related Educational Programs (CACREP) and/or Commission on Accreditation for Marriage and Family Therapy Education (COAMFTE). Doctorate degree preferred, will consider masters level applicant with advanced clinical and/or director experience. Licensed at the independent level as an LMFT and/or LPC with supervisor designation in the State of Texas and/or AAMFT – Approved Supervisor or Supervisor Candidate.

EXPERIENCE

Two years of experience required. Record of leadership and/or clinical direction in the field of mental health or closely related field. Established record of successful clinical experience in community agencies or similar settings.

REQUIREMENT

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

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

- Knowledge of family therapy and counseling principles; Commission on Accreditation for Marriage and Family Therapy Education (COAMFTE) and Council for Accreditation of Counseling & Related Education Programs (CACREP) standards; confidentiality principles (HIPAA, FERPA); and other federal and state laws pertaining to client protection.
- Proficient in translating the latest scientific evidence into practical counseling and therapy skills.
- Ability to maintain professional competency and skills required for professional practice.
- Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.
- Proficiency in oral and written communication.
- Ability to maintain good working relationships with students, faculty/staff, clients, and others.
- Skill in integrating resources, policies, and information to determine procedures, solutions, and other outcomes.
- 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 performed primarily indoors in a clinic setting. The noise level in the work environment is low to moderate.

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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, 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.