



TEXAS WOMAN'S
UNIVERSITY™

DATE ISSUED: 9/18
FLSA: Exempt
PTO: VCS

JOB DESCRIPTION

TITLE

Staff or Licensed Psychologist
Texas Woman's University Counseling and Psychological Services (CAPS), Denton

JOB SUMMARY

This generalist position provides comprehensive psychological services to a culturally diverse student population. Duties regularly include the following: triage intake assessments; individual, couples, and group therapy; crisis intervention; clinical supervision of interns and/or practicum students as assigned; and outreach to the campus community. On a less regular basis, the position includes consultation with faculty, staff and students. CAPS staff also routinely serve on campus wide committees as approved by the Director.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Director, Counseling and Psychological Services

Supervises: Interns, 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 triage intake assessments.
- Responsible for crisis intervention walk-ins and after hours on-call.
- Performs preventative mental health outreach programming.
- Performs consultation with faculty, staff and students regarding mental health related issues.
- Maintains up-to-date recordkeeping on clients using Titanium 10, CCAPS-62, 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.
- Continues to maintain professional competencies through participation in professional organizations and through attendance at relevant conferences and workshops.

*Staff or Licensed
Psychologist, Counseling
and Psychological Services
Date Issued: 9/18
FLSA: Exempt
PTO: VCS*

- Adheres to workplace safety policies and procedures.

ADDITIONAL DUTIES

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

SALARY AND BENEFITS

The salary is competitive. The State of Texas provides the opportunity for employees to enroll in a variety of medical and dental benefit plans as well as retirement plans. Paid sick and vacation days are provided. These benefits combined amount to about 30% of the gross salary.

EDUCATION

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

EXPERIENCE

At least one year of post-doctoral experience in a university counseling center, experience with women's issues, and commitment to working with diverse clients including individuals from ethnically/racially diverse backgrounds and individuals representing various sexual orientations and gender identities is preferred. Additionally, experience with group therapy is essential. Proven ability to coordinate a clinical service program is also desired.

REQUIREMENT

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position. Some evening hours may be required.

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 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.

*Staff or Licensed
Psychologist, Counseling
and Psychological Services
Date Issued: 9/18
FLSA: Exempt
PTO: VCS*

- 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.
- Able to work effectively and collaboratively as a team member.
- 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 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 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.

Staff or Licensed
Psychologist, Counseling
and Psychological Services
Date Issued: 9/18
FLSA: Exempt
PTO: VCS

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.