



TEXAS WOMAN'S
UNIVERSITY™

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

JOB DESCRIPTION

TITLE

Assistant Director, Clinical Services
Texas Woman's University Counseling and Psychological Services, Denton Campus

JOB SUMMARY

This senior level position assists the Director with the management of the Center's clinical services including but not limited to intake assessment; individual/couples/group therapy; and crisis intervention to ensure the most effective services are provided to a culturally diverse student population. Other responsibilities include 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: 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 including walk-ins and after hours on-call.
- Provides clinical supervision to interns and/or practicum students as assigned.
- Assists Director with developing and monitoring policies and procedures related to TWU CC clinical services including intakes, individual, couples, and group therapy as well as crisis intervention services.

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- Assists Director in coordinating clinical services to ensure responsiveness to the needs of the campus community including managing wait list.
- Analyzes data and generates regular reports regarding clinical services utilization to assist Director with budget requests and short and long term planning.
- Meets periodically with staff as assigned by Director to review client load and discuss case management issues.
- Assists Director with annual performance evaluations for clinical staff.
- Develops and maintains a comprehensive referral network, identifies professional resources in the community in order to make appropriate student referrals, organizes and implements system for evaluation of referral sources.
- Maintains close working relationships with all community agencies that offer related services and secures cooperation on individual cases.
- Performs preventive mental health outreach programming.
- Provides consultation to faculty, staff and students regarding mental health related issues.
- 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. Licensure as a Psychologist in the State of Texas.

EXPERIENCE

Three 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 ability.

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).
- Extensive knowledge of women's and multicultural issues as they relate to the field of psychology.
- Ability to develop, organize, facilitate, and evaluate programs.
- Exceptional 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 oversee administrative aspects of a clinical service delivery program.
- Ability to establish and maintain effective working relationships with students, faculty, staff and the public.
- Ability to integrate resources, policies, and information for the determination of procedures, solutions, and other outcomes.
- Ability to delegate appropriately.
- 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 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.

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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.