

Counseling Specialist

Job Code 50029313

General Description

Provides individual and group counseling for personal, psychological, and adjustment issues; provides crisis intervention; develops and implements educational workshops; consults with faculty, staff, and concerned others regarding student problems.

Examples of Duties

Provide individual and group counseling to students for mental health, personal, academic/career, and crisis intervention issues for a single session or on a continuing case basis. Consult with faculty/staff, parents and students regarding students with adjustment and psychological problems.

Present mental health education workshops to students, faculty, staff, and trainees as assigned. Perform general administrative duties (e.g., reading and responding to paper and electronic mail, writing letters/reports, talking on the phone, writing case notes.)

Serve on committees/teams and complete duties/projects/tasks as assigned by the CC Director and VPSA.

Actively participate in staff meetings, Clinical Review, meetings with psychiatrists, continuing education, group supervision, committee meetings, and other meetings and events as assigned.

Knowledge, Skills, and Abilities

Knowledge of: Psychological, mental and emotional disorders; Texas mental health laws and codes; professional license rules and regulations; professional ethics codes; counseling methods and practices; mental health treatment strategies and approaches; assessment and diagnostic methods; counseling research methods and practices.

Skill in: Analyze client self-report and behavior, as well as assessment results (CCAPS and others), to inform treatment; assess volatility and imminent danger to client and/or others; utilize computer software for making appointments and managing caseload/case notes; effectively utilize email and the internet; use presentation software and equipment; presentation skills; consultation skills.

Ability to: Read and understand case notes, law, professional journals, manuals, reports and letters; prepare clear, accurate, and concise case notes and other documentation; assess and respond to emergency and crisis situations; work with a diverse population; integrate client historical and assessment data to form a clinical diagnosis.

Experience and Education

To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

Other Requirements

Must be a Licensed Clinical Social Worker (LCSW).