

Supervising Psychologist

Job Code 00001524

General Description

Responsible for counseling students with personal and college adjustment problems and providing psychological and educational testing, clinical supervision, program administration and educational programming/consultation.

Examples of Duties

Provide individual personal counseling to students for crisis intervention and on a continuing case basis.

Conduct group counseling with students.

Recommend/administer/interpret objective vocational and psychological tests for students and police applicants.

Prepare/supervise intern's preparation of psychological reports.

Develop new clinical and/ or educational procedures or programs on the basis of identified student needs, problem behaviors and research.

Conduct and/ or review clinical research.

Train and provide clinical supervision to pre-doctoral interns, doctoral practicum students, and other graduate practicum and internship students.

Provide clinical supervision for unlicensed counseling center staff.

Maintain clinical case records according to legal professional and ethical requirements.

Certify eligibility of students with disabilities for appropriate academic accommodations.

Consult with faculty, staff, parents, students regarding students with adjustment and psychological problems and regarding personal and professional issues.

Provide individual referral counseling to university faculty and staff.

Present mental health education workshops to students, faculty and staff.

Assume administrative responsibility for major Counseling Center functions or programs/areas as assigned.

Facilitate and monitor referral of students for psychiatric services.

Perform other duties as assigned.

Knowledge, Skills, and Abilities

Knowledge of: administering and scoring various tests, interpreting scores and scales, and integrating resulting information with other data; of assessment and diagnostic tools and codes in the diagnostic and statistical manual of mental disorders to make diagnosis of student problems; of psychological, mental, and emotional disorders and learning disabilities; of mental health laws and codes and professional ethics codes; of practice rules regarding legal and ethical requirements and confidentiality; of psychological/counseling research methods and practices; of counseling techniques and principles related to specific problems; of group dynamics, group facilitation techniques, structured and unstructured group activities; Texas psychological licensure rules/law.

Skill in: establishing rapport with clients and trainees; in working as a team member; in effectively directing the work of others; in establishing trust with customers of psychological services; in facilitating students self-exploration and awareness; in using verbal and non-verbal communication skills and psychological principles; in listening closely, providing constructive feedback and direction to trainees; in evaluating written reports; in diffusing personal and interpersonal crises and reducing the volatility of individuals in crisis; in utilizing computer hardware and software; in organizing and managing a major program or functional area within the Counseling Center.

Ability to: read case notes, laws, professional journals, memos, letters, e-mail, assessment reports, test manuals, DSMIV, PDR, UPPS; to prepare case notes, assessment reports, case summaries, evaluations, university reports, letters, memos e-mail, accommodation forms, professional articles; to perform intermediate math.

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

Texas State Board of Examiners of Psychologists.