

Supervising Counselor

Job Code 00001438

General Description

Responsible for counseling students with personal and college adjustment problems.

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.

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

Conduct and/or review clinical research.

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

Provide and receive consultation/referrals to counseling center staff and other mental health professionals.

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

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 and community residents.

Present mental health/educational workshops to students, faculty and staff and community residents/groups.

Assume duties of director in his absence.

Create, monitor and revise Counseling Center Evaluation procedures and tools.

Facilitate and monitor referral of students for psychiatric service.

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, of psychological, mental and emotional disorders, of mental health laws and codes and professional ethics codes, of psychological/counseling research methods and practices, of scientific research methods and the use of descriptive and inferential statistics, scaling and survey methods, of mental health treatment strategies and approaches, of counseling techniques and principles related to specific problems, of career development concepts and stages, of strategies for facilitating career exploration and decision-making, of group dynamics, group facilitation techniques, and structured and unstructured group activities, of design, use and data analysis using assessment tools, of process improvement strategies.

Skill in: Establishing rapport with clients and trainees, working as team member, effectively

directing the work of others, establishing trust with customers, offering psychological services, in facilitating students self-exploration and awareness, in providing problem solving and coping strategies.

Ability to: Read case notes, assessments reports, professional journals, memos/letters, e-mail, reports, test manuals, SDSM-IV, PDR, UPPSs, to prepare case summaries, evaluations, university reports, letter/memos/e-mail, accommodation forms, professional articles, to perform basic math, to diffuse personal and interpersonal crises and to reduce the volatility of individual in crisis.

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 Professional Counselor by the State of Texas.