Senior Counselor

Job Code 00001506

General Description
Responsible for providing assessment and counseling to students experiencing adjustments in severe psychological problems.

Examples of Duties
Screen, assess and refer students during intake sessions.
Provide diagnosis and treatments for students in ongoing counseling.
Utilize appropriate psychological vocational tests for diagnosis and treatment.
Ensure clinical files/records correspond with legal and professional guidelines.
Provide crisis intervention/emergency and hourly appointments for students.
Consult with faculty and staff regarding problems with students, colleagues.
Provide resource information and referral assistance to faculty and staff students and community at large.
Coordinate psychiatric services, refer and monitor psychiatric evaluations and follow-up.
Manage psychiatric services budget and provide monthly and annual stats and costs.
Perform other duties as assigned.

Knowledge, Skills, and Abilities
Knowledge of: psychiatric, mental, and emotional disorders; of variety of factors affecting clients; of effects of crisis on psychiatric health and when and how to intervene; of mental health and counseling techniques and strategies; of psychiatric medications; of psychological vocational tests; of mental health laws, codes and regulations, state laws, NASW code of ethics; of social work principles, social, environmental, and physical factors impacting clients.

Skill in: counseling; in establishing rapport and setting goals; in utilizing software and hardware.

Ability to: prepare clinical records and reports of tests and evaluations; to write clinical notes, evaluations or reports, correspondence and brochures; to perform basic 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
Must be a Licensed Professional Counselor by the State of Texas.

Reviewed on 5/17