



**DATE ISSUED:** 11/05  
**FLSA:** Exempt  
**PTO:** VCS

## **JOB DESCRIPTION**

### **TITLE**

Licensed Professional Counselor

### **JOB SUMMARY**

Performs individual, marital, couples, group, and crisis intervention counseling to students experiencing social, emotional, and vocational difficulties. Provides testing as appropriate for license and makes appropriate referrals for services, supervises, consults with faculty, staff, and students and performs outreach functions. 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 of Counseling Center

*Supervises:* Practicum students as appropriate, Staff Counselor as assigned by Director

### **PRIMARY DUTIES** - *May include, but not limited to the following:*

Provides individual, couples, group, and crisis counseling relative to personal and social problems.

Provides outreach workshops and lectures.

Maintains up-to-date files on clients.

Supervises practicum students as appropriate to level of training.

Provides license-qualifying post-degree supervision to Staff Counselors as assigned by Director.

Consults with faculty and staff concerning student needs.

Collects demographic data to maintain statistics on center usage.

Acts as a campus resource on psychology.

Acts as liaison between client and community resources as needed.

Participates in Student Life Division activities.

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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**

Performs other duties as requested.

### **EDUCATION**

Master's Degree in Counseling or Clinical Psychology or a related field of study. Ph.D. in counseling –related field preferred. License eligible in Texas as a Licensed Professional Counselor. Must be currently licensed in Texas as an LPC or currently licensed as an LPC in the state in which currently employed and licensed in Texas as an LPC within 12 months of the start of employment.

### **EXPERIENCE**

Completion of degree and all post-degree supervision for licensure. Prefer at least two years of post-degree experience.

### **KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:**

Knowledge of modern counseling practices and methods.  
Knowledge of and adherence to existing professional ethical standards.  
Ability to form and maintain effective counseling relationships with clients, to monitor client movement in the therapy process, and terminate the relationship in appropriate ways.  
Ability to plan, implement, evaluate, and report activities.  
Ability to supervise employees, providing direct training when needed.  
Ability to effectively communicate orally, both in person and by telephone.  
Ability to plan, implement, and evaluate outreach programs and workshops.  
Ability to effectively communicate in writing and to prepare written documents.  
Ability to maintain a consistent and dependable work schedule adhering to state requirements for employee work hours.  
Ability to occasionally travel to meetings, other campuses, and counseling sites.  
Ability to respond to emergency situations in a timely manner.  
Ability to use a personal computer and other office equipment.

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**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee must be able to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; talk or hear. The employee must have the ability to occasionally lift and/or move up to 25 pounds. Specific vision abilities include ability to distinguish the nature of objects by using the eye. May be required to sit for long periods of time.

**WORK ENVIRONMENT**

Supervisors are responsible for maintaining an environment that is free from discrimination, intimidation, coercion or harassment, including sexual harassment. Work is performed indoors. The noise level is usually moderate to loud. While performing the duties of this position, the employee may be required to travel.

**SAFETY**

Supervisors are responsible for the safety of their employees by creating and maintaining a safe work environment. New employees should be provided with safety instruction during the first 30 days of employment and receive, as applicable, annual refresher safety training. Supervisors should operate equipment safely and report any unsafe work conditions or practices to Management or Safety Coordinator. Supervisors should insure that employees work in a safe manner and submit injury/accident reports to the Office of Human Resources within 24 hours of notification.

*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:** \_\_\_\_\_

**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**

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***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, sex, sexual orientation, or 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.***