



**DATE ISSUED:** 04/06

**FLSA:** Exempt

**PTO:** VCS

## **JOB DESCRIPTION**

### **TITLE**

Senior Licensed Psychologist

### **JOB SUMMARY**

Provides clinical and assessment consultation. Conducts therapeutic interviews and gives special attention to persons requiring crisis intervention therapy. Counsels clients on personal, educational, or vocational problems. Recommends diagnostic tests and interprets the results. Formulates treatment on an individual, couples, or group basis. 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:* Psychology Interns, practicum students

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

Provides counseling to TWU students through scheduled appointments and unscheduled crisis intervention.

Provides individual and couples counseling and case review.

Provides group supervision and attends training meetings.

Provides group counseling plus co-leader supervision.

Supervises psychology interns and TWU practicum students, as appropriate to level of training.

Consults with faculty and staff concerning student needs.

Performs outreach program planning and delivery.

Prepares and conducts presentations on Professional Issues Seminars.

Maintains up-to-date files on clients.

Performs administrative duties for case notes, client contacts, and other paperwork.

Performs Crisis counseling and emergency services.

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***

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.  
Provides bi-lingual individual and couples counseling.  
Participates in Student Life Division activities.  
Performs other duties as requested.

### ***EDUCATION***

Doctorate in Counseling or Clinical Psychology that qualifies for licensure in Texas as a Licensed Psychologist.

### ***EXPERIENCE***

Six years post-doctoral counseling center experience or 3 years experience and a Diplomat in either counseling or clinical psychology from the American Board of Professional Psychology.

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

Knowledge of psychology, psychometry, and physiological principles; diagnostic criteria, and of psychological evaluation.

Skill in the use of psychological evaluation and assessment techniques and mediation principles.

Ability to provide psychological counseling.

Ability to interpret diagnostic evaluations.

Ability to analyze behavior; to develop behavior modification and skill acquisition plans.

Ability to plan and direct psychological activities and research; and to plan, assign, and/or supervise the work of others.

Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.

Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.

Ability to communicate effectively orally, by phone, in person, and in writing.

Ability to represent the department and University in a friendly, courteous, and professional manner.

Ability to respond to emergency situations in a timely manner.

Ability to use a personal computer and other office equipment.

**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 and in an office setting. The noise level is usually low to moderate. 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:** \_\_\_\_\_

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***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.***