



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

JOB DESCRIPTION

TITLE

Staff Psychologist

JOB SUMMARY

Performs individual, marital, couples, group, and crisis intervention counseling to students experiencing social, emotional, and vocational difficulties. Provides psychological testing and makes appropriate referrals for services, supervises as appropriate, 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, limited supervision of psychology interns

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

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.

Provides non-qualifying supervision for psychology interns

Administers and interprets psychological tests and conducts psychological assessments and diagnoses.

Participates in Student Life Division activities.

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

Doctoral degree in Counseling or Clinical Psychology. Must be eligible for licensure as a psychologist in Texas. Must become licensed as a psychologist in Texas within eighteen months of the start of employment.

EXPERIENCE

Completed one year pre-doctoral internship at an APA- approved internship site. Prefer internship in a university counseling center.

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.

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.

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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:** _____

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 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.

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All positions at Texas Woman's University are deemed security sensitive requiring background checks.