

JOB INFORMATION

Effective Date	9/28/2023
Job Code:	2913
Job Title:	Director, Psychology Clinic
Salary Grade/Structure:	080 - Admin-Professional
Career Level Name:	
FLSA Name:	Exempt
EEO Code:	30-Professional Non-Faculty
Job Function:	Student Health & Wellness
Job Family:	Mental Health Services
Job Summary	The Director, Psychology Clinic will direct the clinic, which includes dealing with HIPPA and legal issues, supervision, client and staff management, symposium, billing, policies and procedures, records management, client recruitment, grant writing, and addressing faculty and student needs.

COMPETENCIES

Competencies

Please refer to the UHCL Human Resources webpage for UHCL core competencies for all eligible job levels.

QUALIFICATIONS

Education

Education Level	Education Details	Required/Preferred	
Doctoral Degree	Degree in Clinical Psychology.	Required	

Work Experience

Experience	Experience Details	Required/Preferred	
Some	Experience providing psychological services and experience training and supervising others.	Required	
Less than 3 yrs	Some teaching and research experience.	Preferred	

Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Preferred	
	Licensed eligible and APA approved internship.		Preferred	

Knowledge, Skills and Abilities

Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Preferred	
	KSAs			Proficiency
	• Knowledge of Clinical Psychology.			Proficient
	• Knowledge of Ethics and billing procedures for clinic services.			Basic
	• Ability to understand, process, and interpret electronic records.			Basic
	• Ability to communicate professionally and strong ability to supervise others.			Skilled
	• Working knowledge regarding managing a clinic budget.			Basic
	• Experience with community engagement and grant writing.			Skilled

JOB RESPONSIBILITIES

Campus Security Authority

Remote Work Capable

Essential Functions

Essential Function	% TIME
• Responsible for daily business and therapeutic operations of the Psychological Services Clinic, including overseeing staff, interfacing with practica instructors and students, monitoring income and expenses, maintaining records, reporting to the Dean, and other related duties. Including supervising staff and students in the Clinic.	50%
• Completes intake screening for potential clients of therapy and testing services.	15%
• Sets fees for services, matches client needs with appropriate practicum students and coordinates with instructors, supervises retention of confidential client files, and manages clinic facility, equipment and resource sharing	10%
• Handles crisis/emergency situations that may arise and mandatory reporting of abuse as required.	5%
• Advertises available Clinic services to the community, interact with community based persons who request therapeutic or assessment services, and maintain records for all clients seen in the Clinic.	10%
• Coordinates the annual Emily G Sutter UHCL Symposium – scheduling speakers, advertising, volunteer staffing, session evaluation forms, attendance certificates, food services, parking, applying for continuing education credit approvals, and hosting the event.	5%
• Other related duties as assigned.	5%

PRE-EMPLOYMENT

MVR:	No
Criminal History:	Yes
Physical Exam:	No
Hearing Exam:	No
Pulmonary Function Test:	No

PHYSICAL DEMANDS/WORKING CONDITIONS

Office and Administrative Support

Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting		X				
Carrying		X				
Pushing		X				
Pulling		X				
Climbing		X				
Balancing		X				
Stooping		X				
Kneeling		X				
Crouching		X				
Crawling		X				
Reaching		X				
Handling			X			
Grasping			X			
Feeling		X				
Talking					X	
Hearing					X	
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

Working Environment

Working Condition	N/A	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise			X		
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

Travel Requirements

Estimated Amount	Brief Description
0%	