

JOB INFORMATION

Effective Date	6/30/2022
Job Code:	3766
Job Title:	Associate Director for Counseling Services
Salary Grade/Structure:	060 - Admin-Professional
Career Level Name:	
FLSA Name:	Exempt
EEO Code:	10-Exec, Admin, Mgmt
Job Function:	Student Health & Wellness
Job Family:	Mental Health Services
Job Summary	The Associate Director for Counseling Services supervises a comprehensive mental health service in support of the personal and academic success of students. Associate directors oversee either the clinical services of the center or the professional training program. Provides direct service (individual, couples, and group therapy, crisis intervention, and outreach and consultation activities. Supervises counseling services professional staff and/or trainees. Maintains policies, records, and accreditations.

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 or Counseling Psychology.	Required	
High School Diploma or GED	APA Accredited Program and internship in Clinical or Counseling Psychology.	Preferred	

Work Experience

Experience	Experience Details	Required/Preferred	
Some	Minimum three years of full-time experience working in a university/college counseling center.	Required	
Less than 3 yrs	At least five years of experience supervising a counseling/clinical staff. Experience supervising predoctoral psychology trainees.	Preferred	

Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Preferred	
	Licensure as a psychologist in Texas required. Candidates who are already licensed in another state will be considered if they are eligible for licensure in Texas - if selected they must obtain Texas licensure within 9 months		Required	
	Currently licensed as a Psychologist in the state of Texas.		Preferred	

Knowledge, Skills and Abilities

KSAs	Proficiency
• Knowledge of theories, techniques, and procedures for assessment, diagnosis and treatment of mental health issues.	Proficient
• Knowledge of confidentiality, state laws, ethics that affect practice of mental health providers.	Proficient
• Knowledge of accreditation standards and training practices.	Proficient
• Skills in oral communication - Active Listening, excellent verbal, non verbal communication, and group processing	Skilled
• Excellent written communication for documentation and work products.	Skilled
• Technology skills for providing remote work, using EMR, and conducting outreach; also Excel, PPT, and Adobe	Skilled
• Ability to establish effective relationships with coworkers, trainees, and clients.	Proficient
• Ability to triage, engage in effective case conceptualization and treatment planning.	Proficient
• Ability to continue to monitor supervisee progress and give appropriate feedback.	Proficient
• Ability to apply supervisor models, communication skills, and program development to design and implement a training program.	Proficient

JOB RESPONSIBILITIES

Campus Security Authority

Remote Work Capable

Essential Functions

Essential Function	% TIME
• In consultation with the Director, develops and monitors policies and procedures for Counseling Services. Plans, implements, and assesses annual and long-term goals. Prepares sections of the Annual Report and provides budget recommendations to the Director. Supports accreditation by International Association of Counseling Services and American Psychological Association.	20%
• Provides crisis intervention counseling and short-term individual, couples, and group therapy. Provides back-up coverage for ProtoCall after-hours crisis line.	45%
• Provides direct supervision for professional counseling staff and contract psychiatrist. Provides clinical supervision of interns and practicum counselors. Meets regularly with staff to review client load and discuss case management. Conducts annual performance evaluations.	10%
• Serves on university committees or task forces as appropriate. Consults with faculty, staff, and university offices on personal development issues affecting students' academic success.	10%
• Develops and conducts outreach programs designed to educate the campus community about mental health issues.	10%
• Other related duties as assigned.	5%

PRE-EMPLOYMENT

MVR:	No
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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

