

**JOB INFORMATION**

Effective Date	3/7/2022
Job Code:	3121
Job Title:	Therapist Outreach Coordinator
Salary Grade/Structure:	040 - Admin-Professional
Career Level Name:	P2 - Intermediate Professional
FLSA Name:	Exempt
EEO Code:	10-Exec, Admin, Mgmt
Job Function:	Student Health & Wellness
Job Family:	Mental Health Services
Job Summary	The Therapist/Outreach Coordinator provides counseling, crisis intervention, and outreach services to students, and consultation and outreach to faculty and staff in regard to student mental health issues. Provides culturally competent educational programming to the UHCL community and leads outreach efforts. They are responsible for coordinating and tracking all outreach and educational programming, including collecting data on utilization and effectiveness.

**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	
Master's Degree	Social Work, Psychology, Counseling, or related field	Required	

Work Experience

Experience	Experience Details	Required/ Preferred	
Some	Experience providing therapy services to adults in an outpatient setting. Experience designing and implementing educational programming.	Required	or
Considerable	Experience providing mental health services in college counseling setting, experience providing outreach and educational programming. Spanish language proficiency and experience providing mental health services in Spanish.	Preferred	

## Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Preferred	
	Must be currently licensed or eligible for immediate licensure as a Social Worker, Professional Counselor, or a related health care field in the State of Texas.	within 30 Days	Required	

## 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 multicultural theories, models of development, and how intersecting identities can affect mental health issues.	Proficient
• Skills in oral communication - Active Listening, excellent verbal, non-verbal communication, and group processing.	Proficient
• 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, community partners, and clients.	Proficient
• Ability to triage, engage in effective case conceptualization and treatment planning.	Proficient
• Ability to continue to monitor client progress, outcomes, and need for additional resources.	Proficient
• Critical thinking - using logic to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.	Proficient

## JOB RESPONSIBILITIES

Campus Security Authority

Remote Work Capable

## Essential Functions

Essential Function	% TIME
• Provides direct therapy services (individual, couples, and group) to students with mental health issues.	60%
• Acts as coordinator for outreach and educational programming.	10%
• Participates in peer review, case conference, and professional development continuing education activities to maintain and enhance existing skills, learn new knowledge and skills, maintaining. Participates in assessment procedures to maintain and improve services provided to students.	5%
• needed. Works with university staff to develop/improve skills in managing students and mental health concerns.	5%
• students.	5%
• Participates in Counseling Services doctoral intern and/or practicum therapist training programs.	5%
• Maintains appropriate case/client documentation.	5%
• Additional duties/responsibilities as assigned.	5%

## PRE-EMPLOYMENT

MVR:	No
Criminal History:	Yes
Physical Exam:	No
Hearing Exam:	No

Pulmonary Function Test:	No
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## 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
5%	