

JOB INFORMATION

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|-------------------------|--|
| Effective Date | 4/5/2023 |
| Job Code: | 3123 |
| Job Title: | Therapist |
| Salary Grade/Structure: | 050 - Admin-Professional |
| Career Level Name: | P2 - Intermediate Professional |
| FLSA Name: | Exempt |
| EEO Code: | 10-Exec, Admin, Mgmt |
| Job Function: | Student Affairs |
| Job Family: | Student Affairs |
| Job Summary | The Therapist provides counseling, assessment, crisis intervention, and outreach services to students, and consultation and outreach to faculty and staff in regard to student problems. Participates in outreach activities and completes documentation of clinical services. |

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 | Counseling, Social Work, Marriage & Family Therapy, or Psychology. | Required | |
| Doctoral Degree | | Preferred | |

Work Experience

| Experience | Experience Details | Required/ Preferred | |
|-----------------|---|------------------------|--|
| Less than 3 yrs | Evidence of experience and knowledge in providing counseling and assessment services to adults. Evidence of experience with college student population or knowledge about issues relevant to college students. Experience or knowledge about working with international students, ethnically diverse students, and LGBT students. | Required | |
| Considerable | Training or employment experience in counseling in an institution of post-secondary education. | Preferred | |

Licenses and Certifications

| Licenses/Certifications | Licenses/Certification Details | Time Frame | Required/Preferred | |
|-------------------------|--|------------|--------------------|--|
| | Licensed or license eligible in Texas as an LPC, LPA, psychologist, LMFT, or LCSW. | Upon Hire | Required | |

Knowledge, Skills and Abilities

| KSAs | Proficiency |
|---|-------------|
| • Solid understanding of counseling and assessment skills. | Proficient |
| • Clear, precise, and effective written and oral communication skills. | Proficient |
| • Basic knowledge of PC's, and experience with Microsoft Office applications. | Proficient |
| • Ability to effectively interact and communicate with students, faculty, staff, and the community. Ability to relate empathetically, effectively, and consistently with diverse population. Sensitivity to cultural differences. | Proficient |
| • Ability to perform professional duties in an ethical manner. | Skilled |
| • Ability to develop, organize, facilitate, and evaluate programs. Ability to utilize database software used for office procedures and clinical record keeping. | Skilled |

JOB RESPONSIBILITIES

Campus Security Authority

Remote Work Capable

Essential Functions

| Essential Function | % TIME |
|---|--------|
| • Provides counseling services to students. Duties include; brief individual personal counseling, couples counseling, group counseling, and crisis intervention services for psychological crises on campus. Conducts assessment of students to determine the nature of their problems and provides treatment recommendations. Maintains appropriate confidential files of counseling clients. Covers required evening and weekend hours. | 90% |
| • Plans and implements displays, workshops, seminars, and other structured psycho-educational and outreach programs designed to enhance personal development. Markets counseling services to students through participation in orientation, class visits, and other university events. | 5% |
| • Participates in peer review, case conference, and professional development continuing education activities to maintain and enhance skills, learn new knowledge and skills, maintain license, and contribute to the counseling profession. Participates in assessment procedures to maintain and improve services provided to students. | 5% |
| • Performs all other 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 |
|------------------|-------------------|
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