Classification Specification for Unclassified Service

Title: Clinical Counselor - COM

Pay Scale Group: 00 D

Essential Function

Under general supervision from a designated administrator, provide direct clinical counseling services to university students. Develop and provide outreach to the university community.

Characteristic Duties

Provide direct counseling services to university students, including intake evaluation, counseling, and emergency management.

Provide consultation to university community concerned about a student.

Develop and provide outreach to students, faculty, and staff. Serve as liaison for counseling center to the university community and community agencies.

Plan and supervise the practicum of graduate clinical students, residents, or other trainees assigned.

Participate in training program(s) within the counseling center.

Develop and coordinates programs within the counseling center.

Collect data for program coordination.

Keep abreast of developments in professional field.

Represent the department on committees.

Provide direct supervision to exempt and non-exempt staff (i.e., hiring/firing, performance evaluations, disciplinary action, approve time off, etc.).

Perform related duties based on departmental need.

Minimum Qualifications

Master's degree with three (3) years clinical counseling experience. State licensure as a Professional Clinical Counselor with supervision designation (PCC-S) -OR- state licensure as a Professional Counselor (PC) and current enrollment in a doctoral program in a counseling field.