

THE UNIVERSITY OF WYOMING JOB DESCRIPTION

This is a description of a staff position at the University of Wyoming not a job opening announcement. Look for current job openings at the following link: [UW Human Resources](#).

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Title: PSYCHOLOGIST

Reports To: Designated Supervisor

UW Job Code: 3943

UW Job Family: 3A - Health/Medical Professional

SOC Code: 19-3033

FLSA: Exempt

Pay Grade: 25

Date: 4-1-95 (revised 6-12-00; 7-1-02; 4-8-03; 7-1-04; 3-29-12)

JOB PURPOSE:

Provide professional psychological services to University students (such intervention and assessment includes interpretation and integration of psychological testing and diagnoses); assist in professional training of selected graduate students at the University Counseling Center (in particular, availability to provide supervision to trainees who will use hours toward future licensing as a Psychologist); provide outreach programming to the University campus community and consultations with University staff, faculty, students, and families; examine and oversee assessment and research activities at the University Counseling Center.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provide individual, conjoint, or group counseling and therapy for campus community; perform psychotherapy, psychological testing and diagnostic evaluations.
- Provide consultation, outreach presentations, and research on psychological, environmental and organizational issues to faculty and staff regarding the psychological needs of University students; assist in the development and evaluation of services.
- Provide emergency psychological services during non-office hours.
- Maintain client files and case notes; maintain correspondence and compile information; prepare reports as assigned.
- Participate in instructing, training, supervising and evaluating doctoral interns, graduate assistants and practicum students in methods and procedures of counseling, psychotherapy and diagnostics. In particular, remain available to provide supervision to trainees who will use hours toward future licensing as a Psychologist.
- Examine and oversee assessment and research activities at the University Counseling Center.

SUPPLEMENTAL FUNCTIONS:

- Conduct evaluations of counseling and testing services; assist in research; prepare documents for the institution and professional journals.
- Participate in professional development opportunities and in-service training.

COMPETENCIES:

- Technical/Professional Knowledge
- Formal Presentation Skills
- Stress Tolerance
- Influence
- Quality Orientation
- Developing Organizational Talent

MINIMUM QUALIFICATIONS:

Education: **Doctorate in Counseling Psychology or Clinical Psychology**

Experience: **1 year of work-related experience.**

Required licensure, certification, registration or other requirements:

- **Licensure as a Psychologist in the State of Wyoming (requires clinical/counseling internship plus one year supervised post-doc (1500 hours)), or license eligible.**

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Professional ethical guidelines associated with the practices of psychology.
- Current psychology methodologies and techniques.
- Psychological test administration, scoring, and interpretation.
- Crisis intervention techniques.
- Emotional, social, psychological and environmental problems, and the techniques used in treating or managing them.
- Techniques for observing and assessing behavior.
- Psychotherapy techniques.
- Principles and practices of applied behavior analyses.
- Counseling techniques.
- Principles and practices of clinical psychology.
- Principles of group behavior and interaction.
- Psychological research methods.
- Techniques of conducting evaluative and therapeutic interviews.
- The types and uses of standardized psychological tests including those applicable in testing the physically handicapped, socially or emotionally maladjusted.

- Statistical techniques used in testing and research.

Skills and Abilities to:

- Effectively communicate in written and verbal form.
- Perform essential functions under stressful situations.
- Maintain confidentiality.
- Adhere to professional guidelines associated with the practices of psychology.
- Effectively interact and establish a rapport with clients, and develop therapeutic relationships.
- Use intervention methods to bring about positive behavioral changes in clients.
- Facilitate positive group interaction and mutual support.
- Administer and score tests, and conduct surveys, interviews, and experimental procedures.
- Process, analyze, and interpret statistical data and to prepare statistical charts and graphs.
- Effectively communicate medical information, test results, diagnoses and/or proposed treatment in a manner easily understood by the client.
- Assess mental status of clients and develop individual treatment goals and plans.
- Maintain emotional stability to cope with human suffering, emergencies, and other stresses.
- Crisis intervention techniques.
- Foster a cooperative work environment.

WORKING CONDITIONS:

No major sources of discomfort, standard office environment. Routinely works during non-office hours.

Authorized by Classification/Compensation, Human Resources

Employees may be requested to perform job-related tasks other than those specifically presented in this description. Participating in the University's hazardous waste minimization program is part of the job of each employee who uses (or may come in contact with) hazardous materials. Fair Labor Standards Act (exempt/non-exempt) is designated by position. University of Wyoming actively supports Americans with Disabilities Act and will consider reasonable accommodations.