

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: MENTAL HEALTH COUNSELOR

Reports To: Designated Supervisor

UW Job Code: 3049

UW Job Family: 3A - Health/Medical Professional

SOC Code: 21-1014

FLSA: Exempt

Pay Grade: 23

Date: 2-7-03 (revised 5-15-03; 7-1-04; 3-1-05; 7-1-08; 3-29-12; 4-8-19)

JOB PURPOSE:

Provide direct clinical counseling services to University students, consultations with University staff, faculty, students, and families, and outreach programming to the University campus community; assist in training of selected graduate students at the University Counseling Center.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provide individual, conjoint, or group counseling and therapy for University students.
- Provide consultation and outreach presentations 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.
- Participate in instructing, training, supervising and evaluating graduate assistants and practicum students in methods and procedures of counseling and assessment, and educational interventions for alcohol and other drugs.
- Provide emergency mental health services during non-office hours.
- Maintain client files and case notes; maintain correspondence and compile information; prepare reports as assigned.
- Some positions may design, coordinate, and provide alcohol and drug educational intervention programs.

SUPPLEMENTAL FUNCTIONS:

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

COMPETENCIES:

- Attention to Detail
- Sensitivity

- Stress Tolerance
- Developing Organizational Talent
- Quality Orientation
- Ability to Learn

MINIMUM QUALIFICATIONS:

Education: **Master's degree**

Experience: **2 years work-related experience**

Required licensure, certification, registration, or other requirements:

- **Licensure as a counselor or social worker (LPC, LCSW) or temporary licensure pending the completion of the licensure process is necessary.**

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Professional ethical guidelines.
- Group counseling and crisis intervention services.
- Adolescent and/or adult counseling.
- Mental health issues educating processes and techniques.
- Human behavior and performance.
- Individual differences in ability, personality, and interests.
- Assessment and treatment of behavioral and affective disorders.
- Clinical operations and procedures.
- Community mental health resources.
- Principles and methods of social and vocational rehabilitation as they relate to mental health clinical practices.
- Legal and ethical issues related to patients' rights.
- Community support services.
- Principles and processes for providing customer and personal services.
- Principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and measurement of training effects.

Skills and Abilities to:

- Effectively communicate in written and verbal form.
- Perform essential functions under stressful situations.
- Maintain confidentiality.
- Adhere to professional ethical guidelines.
- Make administrative/procedural decisions and judgments.
- Interviewing and psychological/developmental evaluation.
- Maintain emotional stability to cope with human suffering, emergencies, and other stresses.
- Create, compose and edit written materials.

- Observe, assess, and record symptoms, reactions, and progress.
- Supervise, lead and train staff and/or students.
- Evaluate the progress of therapeutic programs and make individual modifications.
- Preparing and maintaining patient records.
- Work effectively with a wide range of constituencies in a diverse community.
- Foster a cooperative working 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.