
Auburn University Job Description

Job Title: **Asst Dir, Student Clinical Svc**
Job Code: **AE64**
FLSA status: Exempt

Job Family: No Family
Grade 36: \$59,700 - \$99,600

Job Summary

Assists in the direction and coordination of clinical services and programs for students.

Essential Functions

1. Assists the director in providing oversight for all clinical service components including therapy groups, case management, psychological testing, specialty services, and outreach programming.
2. Maintains a client caseload to include crisis assessment and response, individual and group psychotherapy, clinical consultation, outreach programming, and clinical supervision.
3. Maintains and develops policies and procedures to ensure best clinical practices, applicable state and federal statutes, local health and safety laws and regulations, risk management policies, and professional code of ethics.
4. Coordinates the clinical staffing committees and is responsive to clinical services as they arise.
5. Serves as the point person for all incoming clinical concerns, requests for records, and consultation with consulting psychiatrists as needed for the coordination of care.
6. Provides leadership in the center's outcome assessment efforts and quality assurance.
7. Initiates, develops, and maintains relationships with university organizations and local mental health care resources.

Supervisory Responsibility

Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.

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Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	Ph.D.	Degree in Clinical/Counseling Psychology or related field
Experience (yrs.)	3	Experience in coordinating and/or providing counseling and psychological services

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

Minimum Required Knowledge

Knowledge of counseling practices, Family Educational Rights and Privacy Act (FERPA) regulations, code of ethics, and Federal and State laws related to the counseling of individuals.

Certification or Licensure Requirements

Licensed as a Psychologist in the State of Alabama or license eligible

Physical Requirements/ADA

No unusual physical requirements. Requires no heavy lifting, and nearly all work is performed in a comfortable indoor facility.

Externally imposed deadlines; set or revised on short notice; frequent shifts in priority; numerous interruptions requiring immediate attention; unusual pressure on a daily basis due to accountability for success for major projects or areas of operation.

Job frequently requires sitting, talking, hearing, .

Job occasionally requires standing, walking, reaching, stooping/kneeling/crouching/crawling, and lifting up to 25 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 4/12/2013
