



JOB TITLE: Practicum Coordinator, M.A. in Counseling Psychology (SYNC)
DEPARTMENT: School of Psychology
CAMPUS: Rocklin
SUPERVISOR: Dean, School of Psychology
FLSA STATUS: Exempt, Clinical Faculty

MAJOR PURPOSE

The Practicum Coordinator of the M.A. in Counseling Psychology (SYNC) is a position responsible for knowledge and enforcement of all compliance guidelines for the CA Board of Behavioral Sciences (BBS) LMFT and LPCC practicum regulations, as they relate to practicum fieldwork sites. The Practicum Coordinator will oversee and manage all student placements and evaluations of students in the Synchronous modality. This is a full-time clinical faculty position and may require some local or regional travel.

The pay range for this position is generally: \$67,000 - \$72,000 annual. Individual pay is determined by a number of factors including relevant education and training, academic and related experience, high demand disciplines, location, and job-related skills.

This position is up to 90% remote, and the rest of the time is required to be available for on campus meetings, team collaboration, and other meetings as needed.

ESSENTIAL FUNCTIONS

- Recruits potential Practicum Sites and evaluate quality and goodness-of-fit characteristics for appropriate student placements
- Facilitates meetings with Practicum partners (on site and via video conferencing)
- Nurtures relationships with community agencies, churches and other practicum partnerships and monitor site quality and student relations
- Tracks student locations and Practicum placements
- Oversees and manages all documentation for students in Practicum and act as liaison for Practicum partners regarding forms and required documentation
- Ensures that Practicum Site experience is compliant with BBS guidelines
- Leads Practicum Information meetings with students in PSYC673
- Offers Practicum site resources for students and facilitates appropriate student placements within sufficient timeframes
- Provides individual student coaching on Practicum placements
- Intervenes and responds to Practicum site concerns by students and/or site directors or supervisors; manage supervisor evaluation processes
- Monitors and signs legal and program documents pertaining to Practicum
- Implements easily understood protocols and procedures for each step of the Practicum experience
- Implements an assessment plan for protocols and procedures, with documentation for quality assurance and review
- Works closely with the Program Director to ensure a complementary learning environment between the classroom and the Practicum Site
- Collaborates with MACP Director on program admissions and student assessments
- Teaches Practicum courses and core courses as assigned in the MACP program
- Attends community and professional events to build relationships and partnerships with clinical agencies and programs
- Attends and participates in all department, programmatic and University meetings

EDUCATION/EXPERIENCE

- Ph.D., Psy.D., or M.A. in Psychology

- State Licensed either as an LMFT, LPCC or a Psychologist

REQUIRED KNOWLEDGE/EXPERIENCE

- Experience as an LMFT, LPCC or Psychologist supervisor
- Active/current license in the mental health professions
- Superior skill in organization, communication, and collaboration

SKILLS/ABILITIES

- Breadth of knowledge in psychology and the mental health professions, and specific knowledge with California BBS LMFT and LPC licenses.

WORKING ENVIRONMENT

The employee agrees to promote the values and mission of Jessup as a private Christ-centered University and live a life consistent with biblical principles. The employee shall conduct himself/herself in a manner consistent with the Community Covenant and Statement of Faith. Additionally, the employee may play a formative role in the spiritual lives of students in a manner consistent with the Community Covenant and Statement of Faith. This may include leading devotions and/or spiritual formation groups and seeking other opportunities consistent with a biblical spiritual formation role.

WORKING CONDITIONS

The employee is regularly in a typical office environment with adequate light and moderate noise levels. No hazardous or significantly unpleasant conditions. Air-conditioned buildings; tile, concrete, and carpeted floors; adjustable workstation with ergonomic keyboard is provided.

On occasion the employee may organize and participate in Jessup campus events.

PHYSICAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION

While performing the duties of this job, the employee is regularly required to talk or hear and frequently required to stand, walk, sit, and use hands to handle files, computers, and phones; reach with hands and arms; stoop, and kneel. Frequent and regular repetitive movements required using the wrists, hands, and/or fingers. The employee will occasionally lift and/or move up to 20 pounds. Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The above statements and job description are intended to describe the nature and level of work being performed within this job. They are not intended to be an exhaustive list of all responsibilities, duties and tasks. Other similar or additional duties are to be performed or assigned. Job descriptions are not intended as and do not create employment contracts. Jessup University maintains its status as an at-will employer. Employees may be terminated for any reason not prohibited by law.

I acknowledge I have reviewed the content of this job description and understand that to perform this job successfully, I must be able to perform the essential duties with or without accommodation. If I am requesting any reasonable accommodations in order to perform my job, I must immediately inform my supervisor or Human Resources.

Employee Signature

Date