



JOB TITLE: Practicum Coordinator, M.A. in Counseling Psychology
DEPARTMENT: School of Psychology
SUPERVISOR: Dean, School of Psychology
FLSA STATUS: Exempt

MAJOR PURPOSE:

This is a full-time, tenure track, faculty position. The Practicum Coordinator of the M.A. in Counseling Psychology is a position responsible for knowledge and enforcement of all compliance guidelines surrounding practicum regulations for MACP students. The Practicum Coordinator will oversee and manage all student practicum placements, agreements and evaluations. This position may work remote up to 50% of the time.

ESSENTIAL FUNCTIONS:

- Uphold CA Board of Behavioral Sciences (BBS) statutes and regulations for MFT and PCC graduate students in practicum
- Research and expand practicum opportunities out of State and create new policies and procedures for out of State practicum placements
- Recruit potential practicum sites and evaluate quality and goodness-of-fit characteristics for appropriate student placements
- Foster relationships with community agencies, churches and other practicum sites to ensure quality clinical training and positive student relations
- Ensure practicum site experience is compliant with CA BBS and out of State governing board guidelines
- Teach and oversee Practicum courses to ensure students receive quality clinical consultation and collegial support
- Equip MACP students with practicum information and resources
- Facilitate appropriate student practicum placements
- Monitor necessary documentation for student licensure hours verification
- Implement easily understood protocols and procedures for each step of the practicum experience
- Implement an assessment plan for protocols and procedures, with documentation for quality assurance and review
- Work closely with the Program Director to ensure a complementary learning environment between the classroom and practicum sites
- Coordinate guidelines and procedures for the Advance Pre-Practicum Oral Exam with the Program Director and students
- Coordinate with the Clinical Credential Coordinator to ensure all legal documentation and required forms are complete and filed for each student
- Conduct Practicum site visits and attend off-campus meetings
- Attend and participate in BBS, MFT Consortium, CAMFT, CALPC and out of State organization meetings in order to remain informed about potential changes impacting clinical practice and/or the core competencies required for clinicians

EDUCATION/EXPERIENCE:

- Ph.D., Psy.D., or M.A. in Psychology
- State Licensed either as an LMFT, LPC or a Psychologist

REQUIRED KNOWLEDGE/EXPERIENCE:

- Experience as an LMFT, LPC or Psychologist supervisor

- Active/current license in the mental health profession
- Superior skill in organization, communication, and collaboration
- Clean Driving Record and must provide own reliable transportation

SKILLS/ABILITIES:

- Breadth of knowledge in psychology and the mental health profession, and specific knowledge of CA BBS licensure and supervision requirements for LMFTs and LPCCs.

WORKING ENVIRONMENT:

The employee agrees to promote the values and mission of WJU 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, air-conditioned office environment with adequate light; moderate noise levels; and tile, concrete, and carpeted floors. There are no hazardous or significantly unpleasant conditions.

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

The employee will be required to conduct local visits at various Practicum sites and attend off-campus meetings.

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, crouch 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. William 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