



## Licensed Counselor

**Job Code:** 6933

**Salary Grade:** C07

**FLSA Status:** Exempt

*The following statements are designed to outline the general functions and typical responsibility levels associated with positions in this classification. They are not intended to serve as an exhaustive list of specific duties or requirements for individual positions assigned to this classification.*

### Duties and Responsibilities

Provides counseling services for groups and individuals to promote mental health, assist individuals dealing with addictions and substance abuse, family, parenting, marital problems, suicide, stress management, self-esteem, aging, mental and emotional health.

- Provides direct clinical services and patient care in accordance with skills, training and ability.
- Collects information from individuals through interviews, observation, and tests.
- Develops treatment plans, advocates for patients in team meetings, acts as liaison to community agencies on treatment plan, and coordinates the provisions of services.
- Counsels family members or caregivers on the recommended treatment plan and how to deal with the patient's situation.
- Develops program activities which identify patients in need of services, development of new clinical approaches and patient care strategies, and improvement of inpatient care.
- Coordinates activities for individual and/or group therapy or education sessions for patient.
- Evaluates programs and assesses quality of services, provides data for program development, supports educational and research goals, and complies with regulatory standards.
- Initiates and develops increased access to Vocational Rehabilitation and other services through liaison with community agencies and identification of systemic barriers.
- Confidentiality. Maintains patient record confidentiality.
- Supervises other counselors and staff to include hiring, training, evaluating performance, and disciplinary actions.
- Performs various duties as needed to successfully fulfill the functions of the position.

### Minimum Qualifications

#### Education:

Required: Master's Degree in Psychology, Sociology, Social Work, Counseling, Human Relations, or related field.

#### Experience:

Required: 24 months of professional Counseling experience.

#### Certifications or Licenses:

Licensed Master of Social Work, Licensed Professional Counselor, Licensed Marriage and Family Therapist, Licensed Clinical Social Work, or Licensed Psychologist or ability to obtain one of the aforementioned licenses within 18 months of hire date.

**Verification of education and licensure (if applicable) will be required if selected for hire.**

### Knowledge, Skills, and Abilities

- Advanced knowledge of human behavior and individual differences in ability, personality, and interests.
- Advanced knowledge of federal laws regarding patient information and records.
- Knowledge of federal laws regarding confidentiality of patient information and records.
- Ability to tell when something is wrong or likely to go wrong.
- Ability to assess and recommend treatment for the behavioral or other disorders.
- Advanced knowledge of methods and procedures for diagnosis, treatment, and rehabilitation of physical and mental dysfunctions.
- Excellent verbal and written communication skills. Ability to listen and understand information.
- Ability to communicate information to the patient, family members, and caregivers.

### Working Conditions

Physical: Sitting for long periods of time. Speaking and listening.



JOB DESCRIPTION

*The* UNIVERSITY *of* OKLAHOMA

Environmental: Office Environment

Printed Date: 05/27/2026