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# ANNOUNCEMENT

May 16, 2017

**THE UNIVERSITY OF GUAM SOLICITS APPLICATIONS TO ESTABLISH A LIST OF ELIGIBLES FOR THE FOLLOWING LIMITED TERM, PART-TIME, POSITION (SUBJECT TO THE AVAILABILITY OF FUNDS):**

<i>Announcement No. 077-17</i>	
<b><u>Position Title</u></b> <b>ISA COUNSELOR</b>	
<b><u>Hourly Range:</u></b> \$13.75–\$18.29 Per Hour	<b><u>Opening Date:</u></b> May 16, 2017 <b><u>Closing Date:</u></b> Continuous Until Filled
<b><u>Location:</u></b> College of Liberal Arts and Social Sciences/Isa Psychological Services Center	

**MINIMUM QUALIFICATIONS:**

- Graduate student in the Master of Science in Clinical Psychology Program at the University of Guam.
- Bachelor’s degree in psychology from a U.S. regionally accredited institution or foreign equivalent.
- Enrollment in or completion of one (1) semester of Senior Level Psychology Practicum course or equivalent training or experience.

**PREFERRED QUALIFICATIONS:**

- Two (2) semesters of Senior Level Psychology Practicum courses or equivalent training and experience.
- Interest, background or experience in the provision of mental health services to adults, children, and/or families.

**MINIMUM KNOWLEDGE, ABILITIES, AND/OR SKILLS:**

Strong interpersonal skills; strong organizational skills; strong written and verbal communication skills; and computer literacy.

**CHARACTER OF DUTIES:**

Under the supervision of the Isa Psychological Services Center Director, the Isa Counselor will serve as psychotherapy trainee, clinical service coordinator, and community liaison for Isa Psychological Services Center. The Isa Counselor will work 10-30 hours per week; meet with clients who visit the Center; conduct intake interviews with clients; provide psychotherapy services to client; provide crisis intervention and postvention services to clients; keep accurate records of all clinical services; administer psychological assessments to clients; prepare psychological evaluation reports; provide referral services to community social service agencies; conduct prevention and outreach services on campus and in community; conduct workshops, retreats and training programs provided by the Center; coordinate interagency collaboration for community service projects; participate in grant writing; report to the Isa Director/Clinical Supervisor on a regular basis for clinical supervision; attend weekly clinical case conference meetings, group supervision, and administrative meetings; maintain, open, and secure the Center; schedule client appointments; receive and return client phone calls and e-mails; perform office administrative duties; maintain computers and other office equipment; purchase and monitor supplies; perform other related duties assigned by the Isa Director; and work regular hours from 9:00 am to 5:00 pm Monday through Friday, plus occasional evening and weekend hours for client appointments, crisis intervention, clinical supervision, and staff meetings.

**EDUCATION:**

Applicants claiming degrees or credit hours are required to have an original or copy of the documents (e.g., transcripts, high school diploma or GED certification) accompany the application.

**WORK ELIGIBILITY:**

Submission of completed job applications authorizes the University of Guam to seek and obtain information regarding the applicant’s suitability for employment. All factors which are job related may be investigated i.e., previous employment, educational credentials, and criminal records). All information obtained may be used to determine the applicant’s eligibility for employment in accordance with equal employment opportunity guidelines. In addition, the applicant releases previous employers and job related sources from legal liability for the information provided.

Section 25103, Chapter 25, Title 10 of the Guam Code Annotated requires college or university employees to undergo a physical examination, to include a test for tuberculosis (skin or x-ray), prior to employment and at least annually thereafter. A report of such examination must be conducted by a licensed physician within a state or territory of the United States and must be submitted upon request.

## ISA COUNSELOR # 077-17

Federal law requires presentation of eligibility to work in the United States within seventy-two (72) hours of reporting for employment. Specifically, 8 USC 1324A requires the employer to verify the identity and eligibility to work in the United States of all newly hired employees. The University of Guam is required to comply with this law on a non-discriminatory basis. If you are hired to fill a position within the University of Guam, you will be required to present valid documents to comply with the law.

### **POLICE AND COURT CLEARANCE:**

Pursuant to Public Law No. 28-24 and Executive Order 2005-34, applicants selected for a position are required to provide original police and court (Superior Court of Guam) clearances of no more than three (3) months old prior to commencement of employment. Off-island applicants must obtain clearances from their place of residence. Applicants are responsible for fees associated with obtaining the clearances.

### **HOW TO APPLY:**

Applicants must submit a Government of Guam Application Form to the Human Resources Office, located in the Administration Building, between 8:00 a.m. to 5:00 p.m., Monday through Thursday, and 8:00 a.m. to 1:00 p.m. on Friday except weekends and holidays. Applications may be obtained from this office, or the HRO website: <http://www.uog.edu/hro> (under Forms). Requests for applications may be directed to the following address: Human Resources Office, University of Guam, UOG Station, Mangilao, Guam 96923. For further information, please call 735-2350.

### **THE UNIVERSITY OF GUAM IS AN EQUAL OPPORTUNITY EMPLOYER AND PROVIDER:**

The University of Guam complies with Public Law 24-109 in reference to the provisions and requirements of the Americans with Disabilities Act. Assistance in EEO/ADA matters and inquiries concerning the application of Title IX and its implementing regulations may be referred to the University's Institutional Compliance Officer, Mr. Joseph Blas Gumataotao, located at the EEO/ADA Office, Dorm II, Iya Hami Hall, Room 106, Telephone No. (671) 735-2244; TTY (671) 735-2243; or to the Office of Civil Rights (OCR).



**LARRY G. GAMBOA, SPHR, SHRM-SCP**  
Chief Human Resources Officer

*Isa.Counselor.05/16/17*

*Approved by CHRO 05/16/17*