



## MENTAL HEALTH PROVIDER

Job Classification

Adopted: September 3, 2006

Revised: August 22, 2024

### JOB FAMILY CONCEPT

This family consists of five levels of mental health provider work. Levels are distinguished based on the type and complexity of the work, level of supervision received, and the degree of autonomy. This job family is distinguished from the Physical Health Provider job family by the primary responsibility for providing mental health services.

This family provides expertise and guidance in several areas including:

- Mental Health Services
- Outreach/Prevention
- Crisis Management
- Consultation
- Substance Abuse Evaluation, Intervention, Counseling and Education

### TYPICAL FUNCTIONS

***The typical functions listed are typical examples of work performed by positions in this job classification. Not all functions assigned to every position are included, nor is it expected that all positions will be assigned every typical function.***

*Positions in this family have unrestricted access to all protected health information as necessary to meet specific job requirements for the Minimum Necessary Standard as described in the Health Insurance Portability and Accountability Act (HIPAA).*

#### **Mental Health Services**

- Identify and assess mental health problems presented by students
- Gather information on clinical history
- Perform clinical interviews for purposes of diagnosis of mental and emotional disorders
- Plan, carry out, and assess effectiveness of therapeutic counseling interventions
- Provide individual and group counseling
- Create a care plan which may include consultation with students, parents, staff and faculty
- Create counseling records in accordance with legal and professional standards
- Diagnose mental disorders and prescribe



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perform psychological testing as necessary to assist in evaluation and treatment of students. May prescribe pharmacologic interventions and monitor and adjust medications according to protocol or plan of treatment.

**Knowledge, Skills, and Abilities**

Same as Level 3, plus: Advanced knowledge of (top 3) advanced skills in, application of counseling approaches and techniques, psychiatric assessments, and pharmacologic interventions. Knowledge of applicable regulations regarding prescribing therapeutic drugs or knowledge of psychological testing standards and procedures.

**Education and Experience**

from an accredited postsecondary institution and one year relevant experience, or an equivalent combination of training and experience; OR Doctorate in relevant field with clinical internship and one year relevant experience, or an equivalent combination of training and experience. Appropriate state licensure may be required. Certification in specialty area (i.e. ANCC or AANP) and a Federal DEA number for prescribing medications may be required.

**Level 4**  
**PCLS: 06104**

**Grade 82**  
**Exempt**

**Descriptors**

Work is performed under general direction. Provide expertise in a specialized area of mental health counseling, which includes: Acting as the expert resource for this specialized area; providing training to other employees in specialized area; and creating treatment plans for patients needing care related to the specialized area. Lead\*\* lower level employees. Provide substance abuse counseling and participate in substance abuse prevention program creation and implementation. Perform psychological testing as necessary to assist in evaluation and treatment of students. Prescribe pharmacologic interventions and monitor and adjust medications according to protocol or plan of treatment. Assess mental status and determine appropriate course of action, which may include psychotherapy, hospitalization or referral for specialized c 02 reW0 612 02 re-5(n)-3( y)10 yoon5lt

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- \* **Complexity:** Refers to the higher level interpretation of and diversity of rules and regulations (e.g. medical protocols and practices, DEA rules and guidelines, Buckley Amendment (FERPA), Federal, State and University regulations, state statues and laws, and professional organization standards). Complexity increases as the application, interpretation, and frequency of working with these rules and regulations increases. Complex positions typically work with conditions and situations which may be difficult to diagnose, assess, and treat.
- \* **Scope:** Refers to the impact of decisions on students, the unit/department or campus. Positions with large scope typically impact a larger group of constituencies, or have a higher consequence of error.
- \*\* **Lead:** Provide day-to-day guidance, training, and direction for staff in addition to other duties. Regularly assign and review work. Fluent in assigned area of responsibility.
- \*\* **Supervise:** Hire, train, evaluate performance, and initiate corrective action.

[July 2009 revisions included formatting document for consistency.]