

Outreach/Prevention

- Provide information to students related to personal/educational development
- Prevent mental health problems by providing education and identification of at risk students
- Author articles on mental health and mental illness
- Provide mental health consultation and training to the campus community
- Collaborate with campus community regarding behaviorally challenging students within the limitations of privacy regulations

Crisis Management

- Assess and provide crisis interventions for individual students
- Meet with campus community members when crises occur on campus
- Provide emergency response, especially to Residence Halls, on evenings and weekends as necessary
- Provide debriefing to campus community in response to a crisis
- Carry out suicide prevention activities

Substance Abuse Evaluation, Intervention, Counseling and Education

- Provide educational outreach for students
- Provide substance abuse evaluation, intervention and counseling
- Provide referral for in-patient treatment when necessary
- Present substance abuse classes for campus community
- Administer substance abuse education program as a response to campus code of conduct violations

LEVELS AND COMPETENCIES

The primary distinction between levels is reflected in the Level Descriptors. As levels increase, scope, complexity and degree of independence increase. Higher levels may perform duties of lower levels. Education and experience are stated at the minimum threshold for the level. Additional education or experience may be desirable for some positions. Experience working for a University/College health center and/or with a diverse population of clients is highly preferred for all levels.

Level 1

PCLS: 06101

Grade 79

Exempt

Descriptors

Work is performed under administrative supervision. Identify and assess mental health issues presented by students, and help students establish appropriate strategies and coping mechanisms to work through problems. Assess student's mental status and determine appropriate course of action, which may include psychotherapy, hospitalization or referral for specialized care in the community. Provide training to students, faculty and staff. Respond to crisis situations and provide counseling services for individuals involved in crisis situations.

MENTAL HEALTH PROVIDER

Job Classification

Adopted: September 3, 2006

Revised: July 1, 2009

Knowledge, Skills, and Abilities

Knowledge of, and skilled in, application of counseling approaches and techniques. Knowledge of applicable state and federal regulations and statutes. Knowledge of ethical principles, practices and standards for care. Excellent communication skills. Ability to assess a situation and make decisions on appropriate care/treatment.

Education and Experience

Master's degree in Counseling, Psychology, Social Work or other related field from an accredited program and one year relevant experience, or an equivalent combination of training and experience. Appropriate state licensure may be required.

Level 2

PCLS: 06102

Grade 80

Exempt

Descriptors

Work is performed under administrative supervision. Respond to and provide regular and after hours crisis support and counseling to students, particularly those in residence halls. Create and deliver training to students, faculty and staff in specialized area of expertise. Identify and assess more complex mental health issues presented by students, and help students establish appropriate strategies and coping mechanisms to work through problems. Assess student's mental status and determine appropriate course of action, which may include psychotherapy, hospitalization or referral for specialized care in the community.

Knowledge, Skills, and Abilities

Same as level one, plus: Knowledge of a specialized mental health area. Ability to provide crisis support to students on site during crisis situations. Ability to create and deliver training programs.

Education and Experience

Master's degree in Counseling, Psychology, Social Work or other related field from an accredited program and three years relevant experience, or an equivalent combination of training and experience. Training in a specialized area of knowledge required. Appropriate state licensure and certification in a specialized area may be required.

Level 3

PCLS: 06103

Grade 81

Exempt

Descriptors

Work is performed under general direction. Identify and assess a wide range of mental health issues presented by students, and make independent decisions regarding complex* conditions and need for consultation and/or specialized referral. Assess student's mental status and determine appropriate course of action, which may include psychotherapy, hospitalization or referral for specialized care in the community. Provide training to students, faculty and staff. Respond to crisis situations and provide crisis intervention for individuals involved in crisis situations. May perform psychological testing as necessary to assist in evaluation and treatment of students. May

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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.]