

POSITION NUMBER:

UF CLASSIFICATION: Counselor [The official title will be determined based on position description and UFHR guidelines]

WORKING TITLE: Master Level Therapist [This title will appear on the job board and can be changed to suit your needs, though it can be the same. This cannot be another official UF title i.e. Director, Assistant Director, etc.]

DEPARTMENT: Clinical & Health Psychology

SUMMARY OF POSITION ROLE/RESPONSIBILITIES:

Position is responsible for providing a range of moderately complex clinical services and case management in an outpatient clinic, under the direction and supervision of a licensed Psychologist. Position predominately provides service to [insert focus area]. Potential of various degrees of case management integrated within this position.

ESSENTIAL FUNCTIONS OF THE JOB AND THE PERCENTAGE OF TIME SPENT ON EACH FUNCTION

List each essential function and assign a percentage based on the amount of time spent on that function. Percentages should not exceed 50%.

[Note: in compliance with the Americans with Disabilities Act (ADA), identify essential functions of a job required to be performed with or without reasonable accommodations. Requests for reasonable accommodations to facilitate the performance of essential functions will be given careful consideration.]

50% Position is responsible for providing a range of moderately complex clinical services and case management in an outpatient clinic, under the direction and supervision of a Licensed Psychologist. Position predominately provides service to [insert focus area]. Potential of various degrees of case management integrated within this position.

20% Participate actively with patient and treatment team in developing, implementing and coordinating interdisciplinary treatment plan to provide high quality patient care.

5% Discuss all relevant issues pertaining to the patient(s) care with various community networks, school officials, natural parents or guardians, placing agency or referral source, and other appropriate parties involved with the patient according to policy, regulations and best practice standards of the identified program.

20% Document outcome of sessions, interaction with parties involved in the patient's care and incidents as required by policy, regulations and contract in a timely manner.

MARGINAL FUNCTIONS OF THE JOB AND THE PERCENTAGE OF TIME SPENT ON EACH FUNCTION

List each marginal function and assign a percentage based on the amount of time spent on that function. Marginal Functions should not exceed 10% total.

[Note: for purposes of ADA, these functions are marginal only to individuals covered under the ADA who are unable to perform these functions with or without reasonable accommodation because of a covered disability.]

5% - Perform other duties as assigned.

SUPERVISION

Explain the type and extent of instructions or directions normally given to this position by the immediate supervisor AND list the class titles and position numbers of positions under the direct supervision of this position.

No direct supervision responsibilities.
Will receive direct supervision from [insert position title].

NORMAL WORK SCHEDULE

Specify days and hours this position is required to work as well as any variations from this schedule (ex: on call, shift

rotations, seasonal extended hours, travel, etc.)

M-F 8 AM to 5 PM or 9AM to 6PM; **Include regular schedule as well as any expectation of overtime or work outside of typical business hours. Example: Additional hours possible as needed during peak times and for special projects.**

EDUCATION, TRAINING, AND EXPERIENCE

Minimum Qualifications: **This section is determined by Position Titled and cannot be changed by the Department.**

Professionals with one of the following credentials are qualified to provide psychosocial counseling:

- Social worker with a master's degree or a Ph.D. in social work from a Certified Social Work Education-accredited school of social work.
- Registered nurse with advanced specialized counseling education and training as a clinical nurse specialist or certified psychiatric nurse.
- Professional licensed to provide clinical, counseling, and psychotherapy services by the Florida Department of Health, Division of Medical Quality Assurance.
- Counselor with a master's degree in counseling.
- Psychologist with a master's or Ph.D. in psychology.

Preferred Qualifications:

This is where you may list specific examples of the types of work experience or proficiencies that you are seeking in a preferred candidate. For example training in providing specific types of treatment, working with specific populations, protocol, software, testing, etc.

REQUIRED LICENSES, CERTIFICATIONS, AND OTHER SPECIFIC REQUIREMENTS OF LAW.

- THIS POSITION IS RESPONSIBLE FOR MEETING THE REQUIREMENTS OF THE RULES OF UNIVERSITY OF FLORIDA, 6C1-3.022 FINANCE AND ADMINISTRATION; PAYMENT TO VENDORS; PAYMENT PROCESSING GUIDELINES, AS AMENDED, REGARDING THE APPROVAL AND/OR PROCESSING OF VENDORS' INVOICES AND/OR DISTRIBUTION OF WARRANTS TO VENDORS.
- THIS POSITION REQUIRES LICENSURE, CERTIFICATION, OR OTHER SPECIAL REQUIREMENTS (PLEASE SPECIFY).

Preferred, but not required: LCSW, LMFT, LMHC

- ◇ THIS POSITION IS SUBJECT TO FEDERAL AND STATE PRIVACY REGULATIONS.

OTHER CHARACTERISTICS OF THE POSITION

Describe other characteristics of the position such as physical, mental, and environmental factors essential to the satisfactory performance of the functions of the position, machines and equipment used regularly by the position, or other characteristics, which have not otherwise been described in the position description.

Within scope of job, requires critical thinking skills, decisive judgment and the ability to work with minimal supervision. Must be able to work in a fast paced environment, and take appropriate action. Follows Standard Precautions using personal protective equipment as required.

POLICY MAKING AND/OR INTERPRETATION.

N/A

PROGRAM DIRECTION AND DEVELOPMENT.

N/A

COMMUNICATION

Statement of internal and external business contact, including frequency and scope.

This position will communicate with patients, faculty, interns, post-docs and clinical staff on a daily basis.

MONETARY RESPONSIBILITY.

Amount and consequence of error.

N/A

STATEMENT OF RESPONSIBILITY FOR CONFIDENTIAL DATA.

The disclosure of which would be prejudicial to the successful operation of the University of Florida.

Must agree to maintain the confidentiality of patient health information created, received, and maintained by the University of Florida as stated in the Health Information Confidentiality Statement.

CREATIVITY, STRATEGY AND LEADERSHIP.

N/A