### Job Family Matrix

**Job Function:** Health Care  
**Job Family:** Behavioral Health Services - Professional

**Job Family Summary:** Perform or manage a range of activities to promote behavioral and mental health.

<table>
<thead>
<tr>
<th>Job Title</th>
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</tr>
</thead>
<tbody>
<tr>
<td>HLT Social Worker II</td>
<td>HLT Social Worker III</td>
<td>HLT Mental Health Counselor III</td>
</tr>
</tbody>
</table>

- **Job Code:** W0156P  
- **Grade Level:** 56  
- **Exemption:** Exempt  
- **Effective/Revision Date:** December 2019

- **Job Code:** W0157P  
- **Grade Level:** 57  
- **Exemption:** Exempt  
- **Effective/Revision Date:** December 2019

- **Job Code:** W0257P  
- **Grade Level:** 57  
- **Exemption:** Exempt  
- **Effective/Revision Date:** December 2019

**Job Summary**

- **Provide clinical referral management services to all Harvard students while working in close collaboration with a team of mental health professionals.**  
- Responsible for devising, implementing, and overseeing referral management policies and procedures.

**Typical Core Duties**

- **Provide long-term, in-depth counseling and emotional assistance to patients and families.**  
- Develop treatment plans based on psychosocial assessment. Maintain complete patient records.

- **Counsel clients to promote optimal mental health, individually and in group sessions.**  
- Design and implement treatment plans. Assess patient mental status and problems through interviews and observations. Maintain accurate required documentation of patient care.

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### Job Summary

- **Provide diagnostic assessments and outpatient psychotherapy for patients**
- **Examine issues including substance abuse, aging, bullying, anger management, careers, depression, relationships, LGBTQ issues, self-image, stress and suicide**
- **Encourage clients to express and share their feelings; help clients develop coping strategies or ways to change behaviors**
- **Develop and implement treatment plans**
- **Provide timely and appropriate documentation in patient's medical file**
- **Provide outreach and consult with University administrators**
- **Ensure compliance with University policies and procedures and applicable legal rules and regulations**
### Basic Qualifications
- Bachelor’s degree or equivalent work experience required
- Minimum of 3 years’ relevant work experience
- Master’s degree or equivalent work experience required
- Minimum of 5 years’ relevant work experience
- Master’s degree or equivalent work experience required
- Minimum of 5 years’ relevant work experience

### Additional Qualifications and Skills
- Knowledge of Microsoft Office Suite, intermediate Excel skills
- Excellent organizational, analytical, problem solving and interpersonal skills
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### Certificates and Licenses
- Massachusetts license to practice social work
- Licensed Independent Clinical Social Worker with current Massachusetts license
- Licensed Independent Clinical Social Worker with current Massachusetts license

### Physical Requirements
- Travel may be required
- May be required to work nights and weekends
- Travel may be required
- May be required to work nights and weekends
- Travel may be required
- May be required to work nights and weekends

### Working Conditions
- Travel may be required
- May be required to work nights and weekends
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**Job Family Summary:** Perform or manage a range of activities to promote behavioral and mental health.

**Job Title:** HLT Psychologist IV  
**Job Code:** W0158P  
**grade Level:** 58  
**Exemption:** Exempt  
**Effective/Revision Date:** December 2019

**Job Summary**

Provide a wide range of direct clinical services to patients including individual and group counseling, psychotherapy, crisis intervention, and clinical consultation.

**Typical Core Duties**

- Provide individual, group, family, and couple’s therapy, crisis intervention
- Provide initial, crisis management, and evidence and skills-based, shorter-term treatment for registered students on an outpatient basis
- Facilitate the clinical management of patients through the process of evaluation, diagnosis, consultation and referral to the appropriate resources
- Identify and monitor high risk patients, and expedite an individualized crisis management plan
- Develop and maintain mechanisms to assure continuity of care for individuals require acute care
- Ensure compliance with University policies and procedures and applicable legal rules and regulations
### Basic Qualifications
- PsyD or PhD or equivalent work experience required
- Minimum of 7 years’ relevant work experience

### Additional Qualifications and Skills
- Knowledge of Microsoft Office Suite, intermediate Excel skills
- Excellent organizational, analytical, problem solving and interpersonal skills

### Certificates and Licenses
- Current Massachusetts license in Psychology

### Physical Requirements

### Working Conditions
- Travel may be required
- May be required to work nights and weekends
**Job Family Matrix**

<table>
<thead>
<tr>
<th>Job Function: Health Care</th>
<th>Job Family: Behavioral Health Services – Management</th>
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**Job Family Summary:** Perform or manage a range of activities to promote behavioral and mental health.

**Job Title:** HLT Social Worker Mgt III

**Job Code:** W0157M

**Grade Level:** 57  | **Exemption:** Exempt

**Effective/Revision Date:** December 2019

**Job Summary:**
Provide long-term, in-depth counseling and emotional assistance to patients and families. Develop treatment plans based on psychosocial assessment. Maintain complete patient records.

**Typical Core Duties**

- Conduct psychosocial assessments in order to develop a comprehensive out-patient care plan that guides work with the patient
- Provide supportive counseling to patients and families to enhance coping skills and resolve concerns
- Facilitate evaluation, diagnosis, treatment, consultation, collaboration, and referral of patients for appropriate care
- Provide timely and appropriate documentation in patient’s medical file
- Collaborate with physicians, nurses, support staff, community agencies, and other health care professionals to implement safe, effective and timely patient care
- Communicate with treating clinicians on areas of concern; provide clinical updates to clinicians on a regular basis
- Facilitate trainings on working with clients, safety planning, suicide assessment and other topics
- Ensure compliance with University policies and procedures and applicable legal rules and regulations
## Basic Qualifications
- Bachelor's degree or equivalent work experience required
- Minimum of 5 years' relevant work experience

## Additional Qualifications and Skills
- Supervisory experience
- Knowledge of Microsoft Office Suite, intermediate Excel skills
- Excellent organizational, analytical, problem solving and interpersonal skills

## Certificates and Licenses
- Current Massachusetts license in Psychology

## Physical Requirements

## Working Conditions
- Travel may be required
- May be required to work nights and weekends