

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.			
Job Title: HLT Social Worker II		Job Title: HLT Social Worker III	
Job Code: W0156P		Job Code: W0157P	
Grade Level: 56 Exemption: Exempt		Grade Level: 57 Exemption: Exempt	
Effective/Revision Date: April 2020		Effective/Revision Date: April 2020	
Job Summary		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.		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		Typical Core Duties	
<ul style="list-style-type: none"> • Meet with referred students to find them a provider in the community, a partial hospital program, or an intensive outpatient program • Review students' insurance coverage and provide education and guidance on how insurance works as it pertains to the insurance coverage/benefits students are seeking • Follow up with students to ensure they have connected with and scheduled an appointment with a provider • Stay in contact with students until outside provider connection is made and follow up with students at end of semester to determine consistency of treatment and referral satisfaction • Continue to work building a network of providers in the community and collaborate with area PHP/Intensive Outpatient Programs; keep referral database updated • Ensure that providers in referral network are kept up-to-date on new HUHS policies and processes, as well as any changes to the Harvard University Student Health Insurance Plan • Collaborate with Member Services, Case Coordination, and Blue Cross Blue Shield on an on-going basis • Provide clinical services as deemed necessary during the process of a referral out • Work with the Case Manager regarding hospitalizations when necessary • Ensure compliance with University policies and procedures and applicable legal rules and regulations 		<ul style="list-style-type: none"> • 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 	
		<ul style="list-style-type: none"> • Conduct, monitor, and troubleshoot psychosocial assessments in order to develop a comprehensive out-patient care plan that guides work with the patient • Provide supportive counseling to high risk patients and families to enhance coping skills and resolve concerns • Evaluate, diagnose, treat, consult, collaborate, and refer patients for appropriate care • Develop specialized reports to track student transfers to hospitals for ER evaluation and inpatient psychiatric admissions • Collaborate with senior management and health professionals to implement safe, effective and timely patient care • Provide consultation and follow-up regarding treatment contracts, complicated leave-of-absences, and students of concern • Design and 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 	

Job Family Matrix

Basic Qualifications	Basic Qualifications	Basic Qualifications
<ul style="list-style-type: none"> • Bachelor's degree or equivalent work experience required • Minimum of 3 years' relevant work experience 	<ul style="list-style-type: none"> • Master's degree or equivalent work experience required • Minimum of 5 years' relevant work experience 	<ul style="list-style-type: none"> • Master's degree or equivalent work experience required • Minimum of 7 years' relevant work experience
Additional Qualifications and Skills	Additional Qualifications and Skills	Additional Qualifications and Skills
<ul style="list-style-type: none"> • Knowledge of Microsoft Office Suite, intermediate Excel skills • Excellent organizational, analytical, problem solving and interpersonal skills 	<ul style="list-style-type: none"> • Knowledge of Microsoft Office Suite, intermediate Excel skills • Excellent organizational, analytical, problem solving and interpersonal skills 	<ul style="list-style-type: none"> • Knowledge of Microsoft Office Suite, intermediate Excel skills • Excellent organizational, analytical, problem solving and interpersonal skills
Certificates and Licenses	Certificates and Licenses	Certificates and Licenses
<ul style="list-style-type: none"> • Massachusetts license to practice social work 	<ul style="list-style-type: none"> • Licensed Independent Clinical Social Worker with current Massachusetts license 	<ul style="list-style-type: none"> • Licensed Independent Clinical Social Worker with current Massachusetts license
Physical Requirements	Physical Requirements	Physical Requirements
Working Conditions	Working Conditions	Working Conditions
<ul style="list-style-type: none"> • Travel may be required • May be required to work nights and weekends 	<ul style="list-style-type: none"> • Travel may be required • May be required to work nights and weekends 	<ul style="list-style-type: none"> • Travel may be required • May be required to work nights and weekends

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.	
Job Title: HLT Mental Health Counselor III	Job Title: HLT Psychologist IV
Job Code: W0257P	Job Code: W0158P
Grade Level: 57 Exemption: Exempt	Grade Level: 58 Exemption: Exempt
Effective/Revision Date: April 2020	Effective/Revision Date: April 2020
Job Summary	
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.	Provide a wide range of direct clinical services to patients including individual and group counseling, psychotherapy, crisis intervention, and clinical consultation.
Typical Core Duties	
<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • 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

Job Family Matrix

Basic Qualifications	Basic Qualifications
<ul style="list-style-type: none"> • Master's degree or equivalent work experience required • Minimum of 5 years' relevant work experience 	<ul style="list-style-type: none"> • PsyD or PhD or equivalent work experience required • Minimum of 7 years' relevant work experience
Additional Qualifications and Skills	Additional Qualifications and Skills
<ul style="list-style-type: none"> • Knowledge of Microsoft Office Suite, intermediate Excel skills • Excellent organizational, analytical, problem solving and interpersonal skills 	<ul style="list-style-type: none"> • Knowledge of Microsoft Office Suite, intermediate Excel skills • Excellent organizational, analytical, problem solving and interpersonal skills
Certificates and Licenses	Certificates and Licenses
<ul style="list-style-type: none"> • Licensed Independent Clinical Social Worker with current Massachusetts license 	<ul style="list-style-type: none"> • Current Massachusetts license in Psychology
Physical Requirements	Physical Requirements
Working Conditions	Working Conditions
<ul style="list-style-type: none"> • Travel may be required • May be required to work nights and weekends 	<ul style="list-style-type: none"> • Travel may be required • May be required to work nights and weekends

Job Family Matrix

Job Function: Health Care	Job Family: Behavioral Health Services – Management
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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: April 2020

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

Job Family Matrix

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