UNIVERSITY of ALASKA

MENTAL HEALTH PROVIDER
Job Classification
Adopted: September 3, 2006
Revised: October 2, 2026

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 and maintain student's official counseling records in accordance with legal and professional standards
- Diagnose mental disorders and prescribe therapeutic drugs
- Perform psychological testing to evaluate and treat patients
- Develop treatment plans
- Make referrals for additional evaluation or specialized care
- Interpret and comply with appropriate state and federal regulations including confidentiality and mandated reporting standards
- Supervise interns

- Demonstrate cultural competence in providing service to a diverse student population

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 **Grade 79**
PCLS: 06101 **Exempt**
*****Alternate PCLS: 06111**

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.

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 **Grade 80**
PCLS: 06102 **Exempt**
*****Alternate PCLS: 09501**

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 **Grade 81**
PCLS: 06103 **Exempt**
*****Alternate PCLS: 09502**

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 prescribe pharmacologic interventions and monitor and adjust medications according to protocol or plan of treatment.

Knowledge, Skills, and Abilities
Same as level two, plus: Advanced knowledge of, and 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
Master's degree in Nursing 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 **Grade 82**
PCLS: 06104 **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 care in the community. Provide

training to students, faculty and staff. Provide referrals and specialized care for a wide range of mental health problems. Respond to crisis situations and provide crisis intervention for individuals involved in crisis situations. This is the advanced level which identifies and assesses more complex* mental health problems presented by students and provides advanced level of treatment, to help students establish appropriate strategies and coping mechanisms to work through problems.

Knowledge, Skills, and Abilities
Same as level three, plus: Advanced knowledge of mental health counseling. Knowledge of specialized field of counseling applicable to higher education (i.e. substance abuse counseling, sexual assault crisis counseling, eating disorders, etc.). Knowledge of specialized therapy techniques. Ability to assess and treat more complex* cases. Ability to lead** employees and create plans related to specialized area of expertise.

Education and Experience
Master's degree in Nursing from an accredited postsecondary institution and five years relevant postgraduate professional experience, or an equivalent combination of training and experience; OR Doctorate in relevant field with clinical internship and four years relevant postgraduate professional experience, or an equivalent combination of training and experience. Appropriate state licensure required. Additional education/training in a specialized area of study. Certification in specialty area (i.e. ANCC or AANP) and a Federal DEA number for prescribing medications may be required.

Level 5 **Grade 83**
PCLS: 06105 **Exempt**

Descriptors
Work is performed under long-range administrative direction. Supervise** lower level mental health providers, and independent contractors as appropriate. Develop, implement, assess and administer outreach and prevention programs. Create long-term plans for the direction of clinic programs. Identify and assess the most complex* mental health problems presented by students and provide advanced level of treatment, to 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. Provide referrals and specialized care for a wide range of mental health problems. Respond to crisis situations and provide crisis intervention for individuals involved in crisis situations. Perform psychological testing as necessary to assist in evaluation and treatment of students.

Knowledge, Skills, and Abilities
Same as level four, plus: Expert knowledge of and expert skills in application of counseling approaches and techniques. Ability to develop, implement, assess and administer programs. Ability to supervise**. Ability to actively participate in long range and strategic planning.

Education and Experience
Master's degree in Nursing from an accredited postsecondary institution and seven years relevant experience, or an equivalent combination of training and experience; OR Doctorate in relevant field from an accredited institution with clinical internship and seven years relevant postgraduate professional experience, or an equivalent combination of training and experience. Appropriate state licensure required. Certification in specialty area (i.e. ANCC or AANP) and a Federal DEA number for prescribing medications may be required.

* **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.]