



## Health Job Family: **Counselor Therapist Progression**

These generic job title summaries are intended to indicate the kinds of tasks and levels of work complexity that will be required of positions classified to any of these titles and are not intended to be construed as declaring the specific duties and responsibilities of any particular position. The use of particular expressions or illustrations describing functions within a specific job title does not exclude other duties of a similar kind and/or level of complexity. Positions are classified to a particular job title based upon the predominant level of expected work complexity. ***A position that is classified into this title and band must meet the Cornell requirements for exemption under the FLSA***

### GENERIC JOB PROFILE SUMMARIES

Counselor Therapist I INDIVIDUAL CONTRIBUTOR	Counselor Therapist II INDIVIDUAL CONTRIBUTOR	Assistant Director Psych Services MANAGEMENT	Psychiatrist INDIVIDUAL CONTRIBUTOR	Director Psych Services MANAGEMENT
	Perform/be able to perform most or all of the duties and responsibilities of the Counselor Therapist I level.	Perform/be able to perform most or all of the duties and responsibilities of the Counselor Therapist II level.		
	Provide Clinical supervision to Counselor Therapist I.	Assist in administering Counseling and Psychological Services (CAPS).	Provide clinical management for student mental health issues.	Direct and lead operation, regularly shape department, service delivery, practice and procedures.
		Supervise counselors; partner with Director on interviewing, hiring, and terminating all counseling service staff.		Supervise managerial staff; oversee and determine interviewing, hiring, and termination decisions for all counseling staff.
	Provide guidance and deliver the application of established policies and practices in a functional area.	Promotes compliance with and effectiveness of policies, procedures and regulatory requirements.		Oversee, implement and ensure compliance with and effective policies, procedures and regulatory requirements.

<b>Counselor Therapist I INDIVIDUAL CONTRIBUTOR</b>	<b>Counselor Therapist II INDIVIDUAL CONTRIBUTOR</b>	<b>Assistant Director Psych Services MANAGEMENT</b>	<b>Psychiatrist INDIVIDUAL CONTRIBUTOR</b>	<b>Director Psych Services MANAGEMENT</b>
Provide individual or couple psychotherapy and group therapy with student groups or classes.	Provide individual or couple psychotherapy and group therapy with student groups or classes.	Provide individual or couple psychotherapy and group therapy with student groups or classes.	Evaluate and treat students with psychiatric symptoms (diagnosis/ pharmacotherapy); provide students education (regarding the nature of the illness and the medication).	Administer psychological services; clinical management for student mental health issues and oversight and guidance to Gannett Medical Services Department as well as individual or couple psychotherapy and group therapy with student groups or classes.
Provide emergency and after-hours services.	Provide emergency and after-hours services.	Coordinate emergency and after-hours services.		Establish and manage emergency and after-hours services.
Provide therapeutic consultations for faculty and students.	Provide therapeutic consultations for faculty, students and family.	Provide clinical work with students (therapy).	Provide consultation with staff of Psychological Services and UHS regarding management of psychiatrically ill students.	Provide consultation with staff of Psychological Services and UHS regarding management of psychiatrically ill students.
Attend staff seminars and meetings; consult with colleagues and community groups.	Attend staff seminars and meetings; consult with colleagues and community groups.	Serve as a member of various Gannett, University, and Community committees to encourage research and community consultation.	Take part in training or professional development of staff members of UHS.	Serve as a liaison to various Gannett, University, and Community committees to encourage research and community consultation.
Consult with faculty, students, family members and campus personnel regarding student mental health issues.	Consult with faculty, students, family members and campus personnel regarding student mental health issues.	Consult with faculty, students, family members and campus personnel regarding student mental health issues.	Consult with faculty, students, family members and campus personnel regarding student mental health issues.	Consult with faculty, students, family members and campus personnel regarding student mental health issues.
Participate in outreach activities to Cornell Community.	Provide outreach activities to Cornell Community.			
		Assist with the development of budget recommendations.		Develop budget recommendations; review and approve expenses.

**JOB FACTOR PROFILE TABLE**

<b>FACTOR PROFILE</b>	<b>10207 COUNSELOR THERAPIST I, BAND F</b>	<b>10208 COUNSELOR THERAPIST II, BAND G</b>	<b>10066 ASSISTANT DIRECTOR PSYCH SERVICES, BAND H</b>	<b>10769 PSYCHIATRIST, BAND I</b>	<b>10273 DIRECTOR PSYCH SERVICES, BAND I</b>
<b>MINIMUM EDUCATION AND EXPERIENCE EQUIVALENCY</b>	LMSW or equivalent Master's degree; unlicensed Psychologist (expected to obtain licensure within 3 years); up to 2 years of experience, or equivalent	Master's degree in Social Work (LMSW), State Licensed or licensed as Psychologist in NYS (NYS Licensures required within 2 year of initial hire date); 3 but less than 5 years of experience or equivalent	Master's degree with R designation (LCSW-R) or Doctorate degree, NYS License; 3 but less than 5 years of experience or equivalent	M.D. or D.V. M. or equivalent; 7 but less than 10 years of experience or equivalent	Ph.D, Ed.D., J.D., L.L.M. or L.L.B. or equivalent; 3 but less than 5 years of experience or equivalent
<b>IMPACT</b>	Moderate impact	Moderate impact	Substantial impact	Significant impact	Substantial impact
<b>CONTACTS - INSIDE</b>	Provide guidance; May involve sensitive issues; Coordinate activities	Provide guidance; May involve sensitive issues; Coordinate activities	Involves sensitive issues; Provide guidance Coordinate major activities	Involves sensitive issues; Provide guidance Coordinate activities	Involve high-level sensitive and confidential issues Coordinate major activities
<b>CONTACTS - OUTSIDE</b>	Providing information within pre-established documents or program	Providing/receiving guidance, advice or information that must be analyzed and developed by the position; Conduct outreach activities throughout Campus Community	Develop and make presentation and negotiate with others	Providing/receiving guidance, advice or information that must be analyzed and developed by the position	Develop and make presentation and negotiate with others
<b>CONTACTS - STUDENTS</b>	Frequent contact dealing with highly sensitive matters	Frequent contact dealing with highly sensitive matters	Frequent contact dealing with highly sensitive matters	Frequent contact dealing with highly sensitive matters	Frequent contact dealing with highly sensitive matters

<b>FACTOR PROFILE</b>	<b>10207 COUNSELOR THERAPIST I, BAND F</b>	<b>10208 COUNSELOR THERAPIST II, BAND G</b>	<b>10066 ASSISTANT DIRECTOR PSYCH SERVICES, BAND H</b>	<b>10769 PSYCHIATRIST, BAND I</b>	<b>10273 DIRECTOR PSYCH SERVICES, BAND I</b>
<b>SUPERVISION</b>	None given	Provide occasional guidance/clinical supervision	Provide day to day supervisory direction to employees within the department; Provide guidance, counsel and information to employees throughout the University in specific support areas	Providing occasional guidance on work methods or procedures	Provide day to day supervisory direction to employees within the department
<b>COMPLEXITY</b>	Continually required to develop new, imaginative or innovative solutions, services, products, processes or programs; Work requires conceptual and imaginative thinking in a highly complex and uncharted environment	Occasionally required to develop new, imaginative or innovative solutions, services, products, process or programs; Work requires sophisticated reasoning skills	Continually required to develop new, imaginative or innovative solutions, services, products, processes or programs; Work requires conceptual and imaginative thinking in a highly complex and uncharted environment	Occasionally required to develop new, imaginative or innovative solutions, services, products, process or programs; Work requires sophisticated reasoning skills	Continually required to develop new, imaginative or innovative solutions, services, products, processes or programs; Work requires conceptual and imaginative thinking in a highly complex and uncharted environment
<b>LEVEL OF DECISION MAKING</b>	Responsible for making decisions concerning policy - setting, research, planning or students	Responsible for assisting in and influencing decisions concerning policy-setting, research, planning, or students	Responsible for assisting in and influencing decisions concerning policy-setting, research, planning, or students	Responsible for making decisions concerning policy - setting, research, planning or students	Responsible for making decisions concerning policy - setting, research, planning or students
<b>FREEDOM OF ACTION</b>	Directly affects an entire department Moderate effect on students and employees	Directly affects an entire department Moderate effect on students and employees	Directly affect several depts. Within a college, school, or administrative unit Significant effect on students and employees	Directly affect entire college, school, or administrative unit Critical effect on students and employees	Directly affect entire college, school, or administrative unit Critical effect on students and employees
<b>EFFECT OF DECISION MAKING</b>	General supervision Some interpretation of established work policies and procedures is required	Very general supervision Interpretation of work policies and procedures required. May deviate from standard work practices	Very general supervision Interpretation of work policies and procedures required. May deviate from standard work practices	Little direct supervision Considerable latitude for exercising judgment and self-direct	Little direct supervision Considerable latitude for exercising judgment and self-direct

FACTOR PROFILE	10207 COUNSELOR THERAPIST I, BAND F	10208 COUNSELOR THERAPIST II, BAND G	10066 ASSISTANT DIRECTOR PSYCH SERVICES, BAND H	10769 PSYCHIATRIST, BAND I	10273 DIRECTOR PSYCH SERVICES, BAND I
<b>WORKING CONDITIONS</b>	Normal working conditions, including limited or no exposure to hazardous conditions/ materials/ equipment. Safety gear may sometimes be required.	Normal working conditions, including limited or no exposure to hazardous conditions/ materials/ equipment. Safety gear may sometimes be required.	Variable working condition including exposure to conditions which may require cautious handling of chemicals or substances, or equipment requiring close attention. Safety gear may be required.	Variable working condition including exposure to conditions which require cautious handling of chemicals or substances, or equipment requiring close attention. Safety gear may be required.	Variable working condition including exposure to conditions which require cautious handling of chemicals or substances, or equipment requiring close attention. Safety gear may be required.