

Classification and Qualification STANDARDS

Counselor Intern Series

Class Title	Class Code	Date Issued	FLSA
<i>Post-Masters Counselor Intern</i>	2436	10-01-2012	<i>Non-Exempt</i>
<i>Pre-Doctoral Counselor Intern</i>	2437	10-01-2012	<i>Non-Exempt</i>
<i>Post-Doctoral Counselor Intern/Fellow</i>	2338	10-01-2012	<i>Non-Exempt</i>

OVERVIEW:

The Counselor Intern Series is comprised of three classifications: Post-Masters Counselor Intern, Pre-Doctoral Counselor Intern, and Post-Doctoral Counselor Intern/Fellow. This series is designed for incumbents who need to complete supervised professional experience (SPE) prior to licensing after completing the following levels of preparation:

- **Post-Masters Counselor Intern** - as part of meeting post-master's requirements after completing an accredited masters level program in counseling, marriage and family therapy or social work; or
- **Pre-Doctoral Counselor Intern** - as part of meeting pre-doctoral requirements for receiving a degree in an accredited doctorate level behavioral sciences, counseling, or specified related academic field, or psychology program; or,
- **Post-Doctoral Counselor Intern/Fellow** - as part of meeting post-doctoral requirements after receiving a degree in an accredited doctorate level program in behavioral sciences, counseling, or a specific related academic field, or psychological counseling.

Typically, incumbents are part of a formal training program. Under supervision, as outlined by the State of California Board of Psychology or Board of Behavioral Sciences, Counselor Interns provide a range of psychological counseling services offered by the University, for which they are qualified, including intake and clinical assessment, individual, group, couple and family counseling, outreach and consultation, psychological testing, training and research, and by those qualified, crisis intervention.

Permanent status cannot be achieved in these classifications. Appointments are expected to be for a maximum of 12 months. In cases where the appointment is less than full-time and the incumbent needs additional supervised professional experience hours, the appointment may be renewed or extended up to, but not to exceed, an additional 12 months. Once fully licensed, incumbents may apply for a position in another classification.

TYPICAL ACTIVITIES:

Under supervision, as outlined by the State of California Board of Psychology or Board of Behavioral Sciences, incumbents in the classifications listed below provide a range of psychological counseling services offered by the University for which they are qualified. The examples of typical work activities are meant to illustrate the general range of work functions performed by Counselor Interns; they are not meant to be all-inclusive or restrictive. Work assignments are based on individual qualifications and may involve related activities.

- ◆ **Counseling services:** Conduct intake interviews and provide initial clinical assessment. Provide individual, group, couple, family counseling, and if qualified, crisis intervention.
- ◆ **Outreach and consultation:** Conduct outreach and consultation in such areas as, but not limited to stress management, substance abuse, anxiety, depression, acquaintance rape or sexual assault, interpersonal relationships, diversity training, food management, body image and other focuses depending on the needs of

the student population. Provide consultation and support to the university community, including academic and student support organizations.

- ◆ **Professional development and training:** Participate in team meetings, intake conferences, and professional staff development. As part of their supervised professional experience, incumbents will typically provide case presentations and lead discussions, as well as develop, promote and lead pertinent workshops, seminars and presentations.
- ◆ **Other:** Perform psychological testing. May prepare grant proposals and conduct research. May provide case management and complete clinical documentation and clinical supervision to less advanced interns or practicum students.

POST-MASTERS COUNSELOR INTERN

Work for incumbents in this classification is typically focused on providing short-term and limited longer-term counseling services and participating in professional development and training activities. Additionally, incumbents may perform psychological testing and prepare grants. As incumbents gain experience, additional duties in the areas of outreach and consultation may be added, as well as supervising less experienced interns..

MINIMUM QUALIFICATIONS:

Education and Experience: Post-Masters Interns have completed an accredited master's level program in counseling, marriage and family therapy or social work, but need to complete supervised professional experience to be licensed.

PRE-DOCTORAL COUNSELOR INTERN

Pre-doctoral Counselor Interns typically provide a broad range of counseling services, as well as outreach and consultation support to the campus community. They participate in the full range of professional development and training activities and often provide clinical supervision to less advanced interns or practicum students.

MINIMUM QUALIFICATIONS:

Education and Experience: Pre-doctoral Interns are PhD, PsyD or EdD candidates, who have completed all of their coursework and comprehensive exams, but need to complete the first part of their supervised professional experience prior to receiving their degree.

POST-DOCTORAL COUNSELOR INTERN/FELLOW

Post-Doctoral Counselor Interns typically perform the full range of counseling, outreach, and consultation services offered by the University as described above with additional emphasis in more complex long-term and crisis intervention cases, consultation to academic and student support organizations, professional training and research, and providing supervision to less experienced interns or practicum students.

MINIMUM QUALIFICATIONS:

Education and Experience: Post-Doctoral Interns or Fellows have completed the requirements of a terminal academic degree in an accredited PhD, PsyD or EdD program, but need to complete the additional post-degree supervised professional experience prior to licensing.

In addition to the specific education and experience required for each classification, all classifications require the following qualifications:

Knowledge - Thorough knowledge and understanding of professional counseling theory, research, practice and methods and adherence to approved professional, legal and ethical standards of the counseling profession.

Abilities: Demonstrated clinical skills in individual and group settings using short-term treatment approaches. Demonstrated sensitivity in working with a diverse multi-cultural population of adults and young adults. Demonstrated ability to: establish and maintain effective communication and working relationships with peers and clinical supervisors; use clinical supervision to ensure service quality and adherence to legal and ethical mandates; and make effective presentations. Developing ability to: plan, develop, and lead effective workshops, training sessions and seminars; utilize case conceptualization and management, treatment planning, and clinical interventions to facilitate clinical effectiveness and/or referrals appropriate to the

presenting problems and needs of the client; administer, interpret and report on psychological testing; and write clear and concise case notes and testing reports.