

UNIVERSITY OF SOUTHERN CALIFORNIA

Therapy Trainee

Job Code: 187211

Grade: HB
OT Eligible: Yes
Comp Approval: 2/25/2016

JOB SUMMARY:

Implements therapy services for patients/clients under supervision of a Licensed/Registered Therapist. Performs assessments, treatments and documentation. Reports to Licensed Psychologist, Psychiatrist or Social Worker.

JOB ACCOUNTABILITIES:

***E/M/NA % TIME**

- _____ _____ Responds to requests for service by relaying information and referral to a Licensed Therapist. Determines patient's/client's need for services in collaboration with a Licensed Therapist.
- _____ _____ Contributes to the assessment process under supervision of a Licensed Therapist.
- _____ _____ Assists Licensed Therapist in developing treatment plans and techniques to implement plans. Monitors patient's/client's response to treatment and modifies treatment during sessions as indicated in collaboration with a Licensed Therapist. Reports observations of patient's/client's performance and responses to services to the Licensed Therapist. Recommends termination of patient/client to the Licensed Therapist.
- _____ _____ Documents and maintains service-related records, as directed by supervisor. Maintains patient confidentiality.
- _____ _____ Participates in in-service education programs to enhance job knowledge and performance.
- _____ _____ Maintains compliance with established university and department policies and procedures, quality assurance, safety and environment control and complies with requirements of accreditation and regulatory agencies.
- _____ _____ Serves as a Campus Security Authority (CSA) and mandatory reporter under the Clery Act based on university responsibilities. Has responsibility and is required to receive reports of crimes or criminal incidents from victims of crimes and/or third parties; notifies Department of Public Safety immediately of any reported serious crime or criminal incidents that indicates the presence of an ongoing threat to the university community; and notifies the Clery Compliance Coordinator in the Department of Public Safety.
Performs other related duties as assigned or requested. The University reserves the right to add or change duties at any time.

***Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.**

EMERGENCY RESPONSE/RECOVERY

Essential: No

Yes In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

JOB QUALIFICATIONS:

Minimum Education:

Doctoral candidate

Minimum Experience:

1 year

Minimum Field of Expertise:

Counseling experience. California license eligible. Knowledge of safety precautions appropriate to clinical setting.

Preferred Field of Expertise:

Counseling experience with college age population.

Skills: Administrative:

- Answer telephones
- Clinical documentation
- Communicate with others to gather information
- Gather data
- Maintain filing systems
- Read handwritten text
- Schedule appointments
- Understand and apply policies and procedures

Supervises: Level:

May oversee student, temporary and/or casual workers.

SIGNATURES:

Employee: _____ Date: _____

Supervisor: _____ Date: _____

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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