

# University of California Los Angeles

## Job Description

The Job Description form is used to record the duties, responsibilities, qualifications sought and fiscal impact of classified and nonclassified positions. This information is the basis for determining the title, salary rate, and Fair Labor Standards Act exemption status for positions. To achieve these purposes, it is essential that detailed and exact information pertaining to current duties, responsibilities, and qualifications be accurately recorded on this form.

### Employee Details

Employee First Name:

Employee Last Name:

Employee ID:

### Position Information

JA Number:

Effective Date:

Department Code / Name:

Organization Code / Name:

Fund Source:

### Department HR Contact

Name: Minette Ozuna

Email Address: mozuna@ph.ucla.edu

Phone Number or Extension: 66075

### Position Title

Title Code: 6262

Title: BEHAVIORAL HEALTH COUNSELOR

Approved Working Title: Research Intervention Counselor

Approved Program: PSS

Approved Grade Level: 19

Range Minimum: 22.61

Range Maximum: 52.11

Approved Employee Relations (ER) Code: E-All others, not confidential

Approved Bargaining Unit (BU) Code: 99-Policy Covered

Approved Step Level:	
FLSA Status:	Non-Exempt
Appointment Type:	Contract
Is this a Master Job Description?	No

### Reporting Information

Supervisor Name:	
Supervisor Payroll Title:	
Supervisor Working Title:	
Dept Head Name:	
Dept Head Payroll Title:	
Dept Head Working Title:	

### Job Summary

Job Summary Statement:	Under the direction of the Principal Investigator, the Research Intervention Counselor will provide manualized counseling to study participants enrolled in behavioral HIV prevention studies within the Center for LGBTQ Research, Advocacy, and Health (C-LARAH) at the Fielding School of Public Health. Study participants mainly include individuals from marginalized or disenfranchised groups who are at heightened risk for HIV transmission or acquisition, sexual and gender minorities, people who use substances, men who engage in transactional sex with other men, and those with behavioral health problems, such as depression.
Type of Supervision Received/Exercised:	Performs duties on a self-directed basis with minimal supervision from the PI

### Supervisory Information

Does this job have supervisory responsibilities?	No
# of Career FTE's this position supervises:	
# of Career FTE's supervised through subordinates:	
Extent of Supervisory Responsibilities:	

### Fiscal Responsibility

Amount:	N/A
Type:	
Amount:	
Type:	
Amount:	

Type:

### Core Functions & Duties

% of Time	Core Function	Function Letter	Duty Statements
50	Intervention development and delivery	A	<ol style="list-style-type: none"><li><b>1)</b> Supports the development and adaptation of clinical intervention manuals</li><li><b>2)</b> Delivers study-specific manualized counseling to study participants enrolled in behavioral HIV prevention intervention trials within the Center for LGBTQ Research, Advocacy, and Health. This may include counseling to improve linkage to and retention in HIV care and PrEP or antiretroviral medication adherence for HIV prevention and treatment.</li><li><b>3)</b> Delivers behavioral intervention counseling with study participants in a clear, non-judgmental manner.</li><li><b>4)</b> Strictly adheres to study intervention manuals and study protocols.</li><li><b>5)</b> Completes relevant documentation following counseling sessions, including session notes.</li><li><b>6)</b> Monitors participant well-being and reports any safety concerns immediately to research team according to study protocol.</li><li><b>7)</b> Maintains guidelines of confidentiality and ethical accountability in all discourse with participants.</li><li><b>8)</b> Participates in weekly individual and/or group clinical supervision</li></ol>

50	Research Support	B	<ol style="list-style-type: none"> <li>1) Builds and maintains relationships with community partners and services providers for the purposes of recruitment and retention.</li> <li>2) Identifies recruitment opportunities and supports recruitment and retention of participants</li> <li>3) Attends coalition and community advisory/committee meetings as required</li> <li>4) Helps to retain participants via phone, text, and email outreach</li> <li>5) Schedules and coordinates follow-up visits as needed</li> <li>6) Assesses site needs for intervention start-up and takes initiative to prepare site for study operations and procedures according to protocol and sponsor guidelines</li> <li>7) Supports day-to-day operations of study protocol including study visits, data storage and monitoring, and other study activities as needed</li> <li>8) Manages study specific documents and project management databases according to guidelines of the Brown University Institutional Review Board (IRB), NIH and/or study sponsor</li> <li>9) Supports the PI and Project Director by revising study materials, preparing submissions to the IRB, and preparing progress reports as needed</li> <li>10) Assists with research-related tasks and oversight across the project team</li> <li>11) Serves as a community leader and educator, by presenting project information/results at local conferences, meetings and events on behalf of the Center for LGBTQ Research, Advocacy, and Health and the study team</li> <li>12) Assists with scientific publications, especially as related to the counseling protocols</li> <li>13) Provides other research support as needed</li> </ol>
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### SKACs

SKAC	Duty Reference	Req/Preferred
MA/MS/MSW in psychology, mental health, or behavioral science aspects of public health (or equivalent degree in a related field)	A	Required
LICSW with training in CBT, behavioral activation, and/or motivational interviewing	A	Preferred
1-2 years of counseling experience with training in CBT, behavioral activation, and/or other evidence-based treatments (either during or after completion of graduate degree)	A	Required
Experience working with diverse groups of individuals including but not limited to people living with HIV, people of color, people who identify as LGBTQ, people who engage in sex work, and people with substance use problems	ALL	Required
Experience or demonstrated interest in HIV prevention	ALL	Preferred
Prior professional community-based participatory research/implementation research	ALL	Preferred
Excellent interpersonal, communication (both written and verbal), and counseling skills	ALL	Required

Familiarity with using email and Microsoft applications	ALL	Required
Meticulous attention to detail, organized, and able to work on many different projects simultaneously	ALL	Required
Able to write about sensitive topics in a mature manner	ALL	Required
Interested in health disparities, public health, HIV prevention and treatment, and sexual and reproductive health	ALL	Required

### Special Employment Designations/Requirements

Conflict of Interest:	N/A
Critical:	Continued employment contingent upon completion of satisfactory background investigation.
Driving Record:	N/A
Other Special Employment Requirements:	

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*Date*                      *Signature of Supervisor*                      *Name and Class Title*

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*Date*                      *Signature of Employee*                      *Name and Class Title*

