

## PSYCHOLOGICAL PROGRAM COORDINATOR I

This class recognizes responsibility for coordination of all psychological services in a large regional mental hospital, in a large area mental health center, the psychological service component in a statewide agency, or a Correctional Geographic Command covering half the State. Positions have technical/program responsibility but usually do not have administrative responsibility. Work includes implementation of program goals and objectives by assessing program needs and deploying appropriately skilled staff in consultation with management; evaluating credentials of psychologists and granting clinical privileges; assuring training and staff development; and providing legal technical supervision to psychologists. Work also includes acting as Chief Technical Advisor to management regarding psychological services and total agency policies and procedures. Work may include conducting clinical research and performing direct service in situations which require complex psychological evaluation or intervention.

### I. DIFFICULTY OF WORK:

Variety and Scope - Employees, in consultation with program management, recruit, interview, screen, evaluate, and select the most appropriate psychology candidate for the specific program service needs; assure that all psychological services are in accordance with standards, participate in formal program reviews, and maintain quality of service through on-going formal supervision and organized training and development; provide programmatic consultation ranging from program design, interpretation of regulation and standards to individual case management; carry out special projects which may involve agency-wide services.

Intricacy - Supervision includes evaluating the education and experience of psychology staff; granting individual clinical privileges which define the scope of practice; providing on-the-job training and defining continuing educational experiences; and providing individual supervision as required by the level of expertise. Subordinates require supervision in both the diagnosis and treatment of emotional and mental retardation problems which involves assuring; that staff properly select, administer, and interpret advanced psychological tests; that recommendations are concise and definitive; that therapeutic interactions and behavior programs are appropriate to the situation and are coordinated with medical staff, social workers, nursing, and other disciplines as necessary. Further, subordinates are supervised regarding psychological recommendations related to a wide range of client situations. Maintaining quality assurance involves insuring that all services are provided in accordance with standards of JCAH, and regulations at the state and federal level; and working closely with program directors to coordinate and integrate psychological services with other services.

Subject Matter Complexity - Work requires an in-depth technical knowledge of psychology theory, principles and practices; a broad range of treatment modalities from psychoanalytic psychotherapy to behavior therapy; objective, projective, intelligence, and neuropsychological testing; program coordination and evaluation; state laws and policies related to the mental health service delivery system.

Guidelines - Agency policy manuals, psychological professional standards, WPPR objectives; current literature in the field of psychology, treatment standards established by accrediting bodies at different levels; legislative statutes.

### II. RESPONSIBILITY:

Nature of Instructions - Employees receive oral and written instructions from Director in periodic meetings both formally and informally.

Nature of Review - Work is performed with a high degree of independent initiative and judgment with the limits of the agency goals and objectives. Work is evaluated through formal performance reviews and through effectiveness in achieving program goals. As chief psychologist, does not have technical review of practice of psychology.

Scope of Decisions - Supervision of psychologists affects individual clients' well-being and program coordination and consultation affects the quality and quantity of services delivered by the agency.

Consequence of Decisions - Inadequate implementation and coordination of services may directly affect the psychological well being of individual clients and may affect the quality and quantity of services delivered. Services provided below standards directly affect the standing of the organization both in reputation and in funding.

### III. INTERPERSONAL COMMUNICATIONS:

Scope of Contacts - Employees work directly with other professionals, with clients, and may have contact with other agencies.

Nature and Purpose - Employees function as staff support to the Director, consult with program managers, supervise and direct psychology services.

### IV. OTHER WORK DEMANDS:

Work Conditions - Work is primarily conducted in an office environment.

Hazards - Employees may, from time to time, be in contact with aggressive, abusive clients.

### V. RECRUITMENT STANDARDS:

Knowledges, Skills, and Abilities - Thorough knowledge of behavior dynamics and the psychological principles applying to intelligence, aptitude, and personality assessment. Thorough knowledge of projective and objective psychological tests including those of a complex comprehensive nature. Thorough knowledge of the principles of supportive and interpretive therapy and behavior modification. Considerable knowledge of research design, techniques, and statistics. Skill in application and interpretation of tests; in directing the course of complex behavioral, supportive, and insight therapies. Ability to plan, direct, and coordinate a comprehensive and diversified program of psychological services.

Minimum Training and Experience - Doctoral degree in psychology from an appropriately accredited institution and three years of post doctoral psychological experience, one of which must have been in coordinating/supervising a psychological services program which included advance clinical treatment, consultation, training and research.

Necessary Special Qualifications - One must fulfill all requirements for licensure in North Carolina as a licensed psychologist under provisions specified by the Psychology Practices Act (G.S. 90-270).

Special Note: This is generalized representation of positions in this class and is not intended to identify essential functions per ADA. Examples of work are primarily essential functions of the majority of positions in this class, but may not be applicable to all positions.