

PSYCHOLOGICAL PROGRAM DIRECTOR I

Positions in this class either direct a comprehensive psychological program involving the adult or children services of an area mental health program; or direct a division of treatment services within a regional mental hospital. Work includes planning, directing, and implementing the program, supervising legally and technically a small number of psychologists (usually 2-8) as well as, employees of other disciplines both administratively and technically; providing advanced psychological diagnosis and treatment through consultation, supervision of complex problem cases, and direct service. The greater portion of time is spent in the management functional areas.

I. SUPERVISORY/MANAGERIAL FUNCTIONS:

Planning - Usually involves maintaining and achieving program goals and objectives of mandated services over the fiscal year by assessing needs of particular population by obtaining input from other agencies through formal questionnaires, internal records, and from obvious program gaps in services, and developing services accordingly; writing and submitting clinical program plans and objectives to agency management team; providing input into overall agency annual plan. May expand or modify an existing program to meet present requirements or to increase the staff time-fee ratio.

Organizing and Directing - Directly assigns clinicians and support staff as needed to meet the referrals, and adjusts staffing to handle waiting lists or staff shortages and to deal with changes in program focus. Monitors the service delivery of programs, which includes assessing needs versus available resources and assures the treatment approach is as efficient as possible while maintaining quality of service. Assures that intakes, case staffing, liaison with other units and transfer of clients is carried out. Relates to other units to coordinate services. Services in local mental health usually include outpatient, residential group home, C & E, 24-hour emergency.

Budgeting - Makes recommendations for budget needs; however, the budget usually remains stable. May be involved in writing grant proposals which constitute major funding for specific program areas; negotiating contracts with other agencies for fee for service or for hiring consultants; budgeting small amount of discretionary funds for travel, supplies, and materials.

Training - Training needs are identified during the supervisory process and goals are designed to enhance individual employee professional growth and/or the program integrity. Monthly in-service training goals may be achieved through formal lectures, arranging for outside trainers for special topics, or arranging attendance of outside seminars.

Setting Work Standards - Assures that services meet all internal and external criteria of quality standards by enforcing compliance to clinical standards, policies, and procedures. Serves as a member of the agency management team, and the quality assurance committee where problem-solving of issues result in the development of policies, procedures, and rules.

Reviewing Work - Organizationally, subordinates report directly for case and administrative supervision on a weekly basis. May review clinical work through reading diagnostic summaries, pulling random charts, reviewing tapes of clinical sessions, or reviewing monthly status reports. Provides legal technical supervision as required.

Counseling and Disciplining - Serves as first line supervisor for disciplinary situations, complaints, or grievances. Attempts are made to serve these by educational counseling, verbal instructions, or reprimands. Gives written reprimands on disciplinary action to higher level supervisor in accordance with agency policy.

Performing Other Personnel Functions - Initiates recruiting process by advertising the vacant position, interviews applicants, screens positions and selects candidates to be interviewed by Area Director and/or other staff and makes recommendation for preferred candidate. Conducts yearly formal performance reviews and makes recommendations for merit increases.

II. SCOPE AND NATURE OF WORK SUPERVISED:

Dynamics of Work Supervised - Work is constantly affected by changes in certification, accreditation, procedures, rules, regulations, policies, and laws. Additionally the fields of mental health, substance abuse, and mental retardation must react to latest technology, research, methods, and practices.

Variety of Work Supervised - Employees are administratively responsible for all professional and non-professional staff assigned to program areas such as outpatient services, partial hospitalization, emergency services, school consultation. Employees are technically responsible for psychologists under their supervision.

Number of Employees Responsible For - 60-80 total staff, 2-4 psychologists in institution. 16-30 total staff, 2-8 psychologists in local program.

III. EXTENT OF SUPERVISION RECEIVED: Employees meet with higher level management either individually or in management meetings on a scheduled basis, usually weekly to review administrative and programmatic issues. Instructions are general and usually set the broad parameters of the tasks.

IV. SPECIAL ADDITIONAL CONSIDERATION:

Supervision of Shift Operations - May supervise more than one shift of operations.

Fluctuating Work Force - Work force is basically stable.

Physical Dispersion of Employees - May be dispersed over a one to three county area.

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 behavioral 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 two years of post doctoral psychological experience, one of which must have been in supervising/ administering a psychological services program which included advanced 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 practice act (G.S. 90-270).

Special Note: This is a 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.