

### PSYCHOLOGICAL PROGRAM DIRECTOR III

This class recognizes administration and supervision of all program services provided in a multi-county mental health center including the development of an array of psychological services area-wide, or directing a major comprehensive outpatient service in the largest local mental health center. Work involves planning along with the Area Director, the overall development of all major program services in the catchment area; supervising directly all mental health, substance abuse, and mental retardation program components; supervision administratively and technically a staff which usually includes 70-100 employees, including legal technical supervising of 20-30 psychologists; or planning, implementing, directing, and supervising an eight component outpatient service which ranges from four outreach programs to a comprehensive program for children including inpatient and residential treatment; supervising a staff which usually includes 90-100 employees including providing legal technical supervision four 20-30 psychologists.

#### I. SUPERVISORY/MANAGERIAL FUNCTIONS:

Planning - Employees plan for the overall development of all major program services in the catchment area. Planning varies from quarterly to five years depending on external demands and resources available. Planning responsibility is shared with the Area Director in includes establishing goals and objectives for delivery of all treatment services provided and for physical, fiscal, and manpower management.

Organizing and Directing - Develops strategies to implement agency goals by delegating responsibilities to lower level positions. Establishes reporting lines in the different program areas to define and communicate what will be done, who will perform it, and what rules will be followed. Meets regularly with department heads to review progress, to coordinate services between program areas, and to adjust priorities. Major organizational changes, changes in program goals, and work methods are accomplished through participate management with the Area Director.

Budgeting - Projects program budget needs and justifies requests for staff, travel, supplies, and equipment to the Area Director and Business Officer. Budget usually remains stable and projections are based on prior budgets with adjustments for inflation and new program implementation. Usually is involved in writing grant proposals and may be accountable for monitoring grant guidelines for expenditures. Usually signs purchase order requests for lower level staff.

Training - Employee is responsible for area-wide staff training and development which includes surveying the staff needs and identifying means to promote professional development. May chair the area-wide training committee. Approves all workshops conducted or workshops attended by staff. May be responsible for coordinating student-intern programs.

Setting Work Standards - Works with Area Director to appoint monitoring committees for quality assurance, program evaluation, peer review which provides information regarding quality and quantity of work. Assures that all State and federal standards relative to service delivery are implemented. Usually serves as the primary contact person for State and federal site reviews.

Reviewing Work - Review is both technical and administrative. Meets with program supervisors individually and in-groups at scheduled intervals to receive reports of program activities. Usually receives in-depth quarterly, yearly reports. 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. Review of accomplishments occurs on a regular basis during management meetings, area team meetings, and executive council meetings.

Counseling and Disciplining - Takes disciplinary action with those employees reporting directly as needed. Resolves all but final grievances and suspends employee after counsel with the Director. Does not terminate problem employees.

Performing Other Personnel Functions - Delegates initial interviewing screening of applicants to program supervisors, makes final review of applicants from recommendations and selects potential employee. Reviews merit recommendations from program supervision and makes final decision with approval from Director.

## 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, along with the Director, administratively responsible for all professional and non-professional staff assigned to a large multi-county area mental health program. Diverse service programs usually include consultation-education, partial hospitalization, outpatient, inpatient, child and youth, adult, mental retardation, alcohol detoxification, treatment, rehabilitation and residential treatment with staff including social workers, counselors, mental health nurses, psychiatrists, and psychologists. Work includes accountability for the legal technical aspects of the work of psychologists.

Number of Employees Responsible For - Usually 60-100 total staff; 20-30 psychologists.

III. EXTENT OF SUPERVISION RECEIVED: Serves as chief of psychological services and does not receive technical supervision. Meets with the Area Director in weekly executive council/management sessions for formal reviews on a periodic basis to evaluate status of goal accomplishments. Usually performs with considerable independence.

## IV. SPECIAL ADDITIONAL CONSIDERATIONS:

Supervision of Shift Operations - Usually includes more than one shift to provide services for inpatient units, social detox programs, therapeutic homes.

Fluctuating Work Force - Work force is basically stable.

Physical Dispersion of Employees - Varies from 4-7 counties in 17-20 different buildings.

## 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. Skill in administration and interpretation of tests; in directing the course of complex behavioral, supportive, and insight therapies. Skill in administratively and professionally planning, directing, and coordinating an intensive and diversified program of psychological services, which includes a sizable staff of psychologists and assistants.

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Minimum Training and Experience - Doctoral degree in psychology from an appropriately accredited institution and four years of post doctoral psychological experience, two 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.