

## PSYCHOLOGICAL PROGRAM DIRECTOR II

Positions in this class direct a medium size comprehensive psychological program which includes total psychological services for a mental retardation center; or comprehensive treatment service in a mental health center. Work involves planning, directing, implementing, and evaluating the program; supervising administratively and technically a staff which usually includes 30-50 employees and includes providing legal technical supervision to 8-20 psychologists in providing advanced psychological diagnosis and treatment through consultation and supervision of complex problem cases, direct service, and providing community consultation.

### I. SUPERVISORY/MANAGERIAL FUNCTIONS:

Planning - Assesses program needs, writes, and submits clinical program plans and objectives to agency management; provides input into overall agency annual plan through membership on management teams; plans action on both current and future services to achieve overall agency objectives. Develops strategies which permit operational planning at lower levels by delegating responsibility to lower level positions.

Organizing and Directing - Provides leadership by assigning duties and responsibilities at the different organizational levels. Meets regularly with department heads to review progress against the plan, and offers advice, instruction, or adjusts priorities. Communicates directives, policy or changes in program emphasis from the Director to departments under his supervision.

Budgeting - Projects program budget needs and justifies requests for staff, travel, supplies, and equipment to the 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.

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 results in the development of policies, procedures, and rules.

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.

Counseling and Disciplining - Serves as first line supervisor for disciplinary situations, complaints, or grievance for program supervisors and second line for other clinical staff. 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 recommendations 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 a unit in a regional mental hospital, psychological services in a regional mental retardation center, outpatient comprehensive services in a large metropolitan mental health center. Employees are technically responsible for psychologists under their supervision.

Number of Employees Responsible For - 30-50 total staff; 8-20 psychologists.

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. Usually does not receive technical supervision.

IV. SPECIAL ADDITIONAL CONSIDERATIONS:

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 somewhat 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 interpretative 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 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 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.