



CLASS SPECIFICATION

Class Code: 15334
Date Est: 7/2006
Last Rev: 5/2010
Last Title Chg:
FLSA: Exempt
Probation: 12 months

PSYCHOLOGIST/ADMINISTRATOR (Juvenile Services/Social Services)

DEFINITION

Under general supervision, manage, direct and oversee the Mental Health Division of the Juvenile Services/Social Services Department; assist, develop, and coordinate activities relating to the Mental Health Division such as treatment and care provided; and perform related work as required.

EXPERIENCE AND TRAINING REQUIREMENTS

Doctorate in Psychology degree from accredited college or university and license to practice or eligibility for licensure in the State of Nevada as a Psychologist and one (1) year of full-time post-doctoral experience providing psychological services to children and families and four (4) years experience supervising and managing a mental health services division.

LICENSE OR CERTIFICATE

License to practice Psychology required at time of appointment.

Possession of valid driver's license required at time of appointment.

SUPERVISION EXERCISED

Exercises direct supervision over professional and support staff.

EXAMPLES OF DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Oversee and manage the activities of the Mental Health Division of the Juvenile Services/Social Services Department to include: monitor and evaluate the quality of assessments perform by psychiatrist, psychiatric fellows, psychologist and mental health evaluators; evaluate treatment provided to the juveniles and recommend and implement changes regarding the ongoing care of the juveniles participating in mental health services; work collaboratively with Juvenile Probation staff, Social Services staff, juveniles and family members to develop and monitor plans for mental health care; and provide oversight and consultation of referrals for mental health services.

Supervise professional and support staff within the division including selection of staff; training in proper work methods and techniques, ensuring proper certification of professional staff; assignment and review of work; develop performance standards; performance evaluations; implementation of discipline and conflict resolution procedures.

Submit an annual budget for the division by recommending expenditures, projecting and justifying program needs for equipment, supplies, and staffing to assist with the departmental budget preparation.

To coordinate the blending and braiding of services available to maximize the use of existing funds within the Juvenile Services and Social Services respective Budgets.

Oversee daily operations by reviewing and recommending improvements in work methods; develop and monitor quality assurance based outcome measure for mental health services, systems and equipment to facilitate effective operations and ensure that mental health services are conducted properly and legally.

Represent the departments in community and mental health activities as a member of the Washoe County Mental Health Consortium, DCFS State Infrastructure Grant, Medicaid Behavioral Health Redesign and Statewide Policy Academy for Co-occurring Disorders in Juvenile Justice; act as department liaison to community agencies providing mental health and special education services to juveniles; conduct training and presentations for community groups and organization.

Participate in JDAI workgroups work/study groups and professional organizations; act as a liaison with University of Nevada Reno staff to develop research programs regarding juvenile justice needs and effective programming; prepare, administer, monitor, and coordinate alternative funding sources through grant writing.

Select, administer, score, and interpret appropriate psychological tests such as tests of intelligence, achievement, visual motor ability, personality, behavior inventories, and neurological screening.; observe client behavior, conduct interviews, and review clinical records written by professionals and para-professionals in order to complete a thorough evaluation of case history.

Provide mental health treatment services to juveniles.

Participate in treatment teams, staff, and professional meetings; discuss psychological aspects of cases with other professional staff. Provide psychological expertise regarding conceptualization of cases, psychosocial assessments, interpretation of evaluations, and implementation of treatment. Make recommendations, in written reports and in discussion with involved parties, regarding client's need for placement, treatment, level of care, specialized evaluations, and services in the best interest of the child.

Initiate and report on psychological research and scientific developments in areas relevant to agency services and collaborates with others on projects and programs.

Document case activity, track, and record information for statistical purposes in accordance with agency policies and procedures.

Participate in ongoing professional development activities designed to promote competency, to enhance clinical knowledge, and to acquire new skills and techniques applicable to quality assurance, mental health, family-based services, and psychological evaluations.

Provide oral and written court testimony as a witness regarding the mental status of juveniles and evaluation findings.

That Juvenile Services/Social Services will continue to meet the requirements of NRS 62, NRS 432B and all applicable County Ordinance, State, and Federal Regulations.

Ensure that assigned personnel perform duties and responsibilities in a safe and prudent manner, which does not expose them or others to unnecessary harm or risk of on-the-job injury.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Principles of general management, training, and supervision.

Budget development and fiscal control methods and techniques.

Grant development and administration techniques.

Nevada Revised Statutes, Federal and American Psychological Association guidelines relating to mental health and mental retardation, involuntary commitment, child welfare and juvenile justice.

Theories, principles, and practices of psychological testing, mental status exams, and interpretation of test results.

Types of mental disorders, their etiology, treatment, and diagnosis per DSM-IV.

Family system theory.

Impact and effects of child abuse and neglect.

Substance abuse and its' effects on individuals and families.

Juvenile justice system.

Agency, State and Court policies, procedures, and processes related to client care.

Ability to:

Select, supervise, train and evaluate the performance of assigned staff.

Interpret and apply pertinent laws, statutes, codes, and regulations, including administrative and departmental policies, and procedures.

Provide psychological assessment services in home and community-based settings.

Plan, organize, and direct the activities of varied program functions to accomplish established goals and optimize efficiency.

Administer, score and interpret psychological tests; communicate test results in written and oral form.

Facilitate collaborative case plan and multidisciplinary team meeting process.

Conduct clinical and mental status evaluations and interviews.

Provide mental health treatment.

Skillfully interview people and deal with hostile and aggressive clients in stressful situations.

Ability to assess, develop and implement treatment plans and goals.

Deal with individuals from diverse socio-economic backgrounds and maintain professionalism while dealing with difficult situations and/or clients.

Collect and analyze information/situations, drawing sound conclusions, project consequences of proposed actions, and develop appropriate recommendations.

Provide consultation and training in a variety of psychological and related topics.

Computer software specific to the department/division.

Conduct clinical services in an ethical and professional manner following agency policy and procedures.

Communicate effectively, both orally and in writing, including the ability to communicate complex ideas such as analysis of family systems.

Write comprehensive evaluations, reports, and recommendations.

Operate a personal computer.

Maintain effective working relationships with clients from a wide range of socio-economic backgrounds, division staff, and representatives of other departments, community organizations, and government agencies.

SPECIAL REQUIREMENTS

Essential duties require the following physical skills and work environment.

Ability to lift and move objects weighing up to 25 lbs. range. Ability to use office equipment including computers, copiers, telephone, and fax machine. Work is performed in an office and other environments. Crisis intervention may require the incumbent to encounter potentially hostile or combative situations.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.