

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

DEVELOPMENTAL PSYCHOLOGICAL SERVICES ADMINISTRATOR

POSITION CODE: 12380

Effective: 2-1-15

DISTINGUISHING FEATURES OF WORK:

Under direction, serves as statewide coordinator of clinical and psychological policies and programs for state operated developmental centers and authorized community agencies that provide mental health treatment services and support to adults and children with developmental disabilities; provides professional oversight to psychology staff at the developmental centers statewide; serves as chair of the Psychology Task Force for the department; develops and implements best practice techniques in psychology and behavioral analysis for developmental center staff as well as community organizations and other providers; sets and evaluates policy regarding psychological care, development and clinical treatment with other administrative staff; provides case consultation on behavioral issues and admissions screening; provides behavioral expertise in implementation of consent decrees; develops and provides training for staff for critical needs, special needs or common continuing professional development needs with respect to areas of expertise; travels as necessary to meet the operational goals of the department.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Serves as statewide coordinator of clinical, psychological, and behavioral policies and programs for state operated developmental centers (SODCs) operated by the Illinois Department of Human Services (DHS); serves as chairperson of the Psychology Task Force; coordinates activities in psychology and behavior analyses between and among SODCs.
2. In conjunction with the Deputy Director and the Statewide Medical Director, establishes clinical policy and direction; provides input on policies, procedures and directives with respect to psychological and behavioral analysis issues; develops and implements best practice techniques for psychology and behavioral analysis for everyday care and clinical treatment of individuals with developmental disabilities; reviews proposed policy relevant to mental health services at SODCs and in community organizations; drafts the documents and justifications for new or revised policies.
3. Develops, provides and evaluates formal clinical training for psychology staff at SODCs, community agencies and hospitals as well as other direct care staff at SODCs; provides training on best practices, new policy initiatives, implementation of consent decrees and results of case reviews and peer reviews; evaluates needs of SODC and community staff; develops training curriculum and content; conducts the training and assesses its effectiveness; develops and delivers specific training programs to address critical or special needs.

DEVELOPMENTAL PSYCHOLOGICAL SERVICES ADMINISTRATOR (continued)

4. Provides professional and clinical oversight to psychology staff at all SODCs; reviews cases and provides case consultation and technical assistance to psychology staff regarding issues of behavior, advises and trains staff on SODC admissions screening; implements and conducts peer reviews; implements findings and recommendations.
5. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to a doctor of philosophy (PhD) degree in psychology or behavioral analysis.

Requires three years of professional qualifying experience which must include one year of supervised internship and one year of postdoctoral supervised experience in clinical, school or counseling psychology.

Requires licensure as a clinical psychologist by the Illinois Department of Financial and Professional Regulation.

Knowledges, Skills and Abilities

Requires thorough knowledge of professional psychological treatment modalities for persons with developmental disabilities.

Requires thorough knowledge of mental health administration and related Federal and State laws and regulations.

Requires extensive knowledge of agency programs, service objectives, activities and operational systems.

Requires ability to conduct intellectual assessments and disability evaluations for persons with developmental disabilities

Requires ability to plan, direct and coordinate elements of a statewide mental health service delivery system.

Requires ability to apply advanced knowledge of theories and assumptions underlying the field of psychology.

Requires ability to develop and manage elements of a supportive agency in concert with the efforts of other agency services.

Requires ability to develop, install and evaluate new and revised methods, procedures and performance standards.

Requires ability to exercise judgment and discretion in developing, implementing and interpreting departmental policies and procedures.

Requires ability to develop and maintain cooperative working relationships.

In addition to English verbal and written skills, candidates may be required to translate, speak and write a foreign language at a colloquial skill level. Some positions may require manual communication skills.

Requires possession of an appropriate valid driver's license and the ability to travel.