

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

JUVENILE JUSTICE PSYCHOLOGIST ADMINISTRATOR

POSITION CODE: 21967

Effective: 2-1-15

DISTINGUISHING FEATURES OF WORK:

Under administrative direction, organizes, plans, coordinates and evaluates the overall administration of mental health treatment services for youths committed to the care of the department of Juvenile Justice within a particular facility; with clinical oversight from the Chief of Mental Health Services, proposes, supervises and evaluates treatment methods and program initiatives; serves as a full line supervisor over psychologists and other clinical care staff; supervision responsibilities additionally include interns, practicum students and other contractual clinical staff; maintains supervision and security of youths during treatment services; performs the function of on call mental health professional/crisis team leader on a regular basis; performs audits, accreditation and quality assurance assessments and oversight; advises administrative staff on policy development and interprets departmental goals and objectives in the area of mental health services to staff; travels as necessary to meet the operational goals of the department.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Plans, executes, controls and evaluates the comprehensive mental health treatment services at a juvenile justice facility; plans and supervises the clinical treatment program for youths that reside at the facility; monitors the safety and security of youths under the care of clinical staff; develops, revises mental health policy at the facility and implements procedural changes to be consistent with the department's policy; makes recommendations to administrative staff regarding changes to or the creation of new departmental policy.
2. Serves as full line supervisor; assigns and reviews work; provides guidance and training to assigned staff; counsels staff regarding work performance; reassigns staff to meet day-to-day operating needs; establishes annual goals and objectives; approves time off; adjusts first level grievances; effectively recommends and imposes discipline, up to and including discharge; prepares and signs performance evaluations; determines and recommends staffing needs; reviews activity reports; monitors provisions of contractual agreements and ensures all provisions are adhered to; effectively recommends termination or renewal of contracts.
3. Receives clinical oversight from the Chief of Mental Health Services; implements special treatment programs into the standards of care and practices for juveniles with special needs; discusses with administrative and clinical staff recommended changes in methodologies that affect planning and delivery of treatment in order to provide effective managed care.

4. Serves as supervisor of interns, field placements/practicum students from authorized training programs and/or other contractual clinical staff; provides professional oversight of the mental health treatment provided to youth at the facility by all psychological service providers.
5. Consults with administrative and clinical staff on program needs, provides advice and interprets policy for facility staff; monitors the appropriate accreditation processes, conducts mental health audits and quality assurance assessments; coordinates program initiatives, activities, training and research opportunities with other internal or external programs; compiles monthly and annual data for administrative staff to review.
6. Serves on facility planning and divisional planning and program committees; provides professional mental health treatment services to employees at the assigned facility as part of an employee assistance program; serves on administrative review or disciplinary committees.
7. Serves as on call mental health professional and/or crisis team leader to respond to and assume, as necessary, certain facility administrative responsibilities during these crisis situations; responds to calls and advises staff on actions to take and/or treatments to administer; alerts administrative staff to security breaches or other emergency conditions; maintains scheduling availability to participate in on call or shift work to provide service across all 24 hours of the clock each day of the week; assists administrative staff in coordinating the scheduling of the mental health clinical program elements with the scheduling of other vocational, educational or security operational concerns; conducts security investigations based on allegations, complaints or rules violations and works with law enforcement or regulatory personnel to resolve issues.
8. Within a Juvenile Justice facility, serves as a Duty Administrative Officer; when assigned, shall be on-grounds each day during week-ends and holidays; returns to the facility immediately upon notification.
9. Identifies training needs and continuing professional development opportunities to ensure staff are aware of new treatments and interventions to provide effective managed care and safety; develops plans for specific training modules and/or materials and delivers training to staff; consults with administrative staff in the design of training modules.
10. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

JUVENILE JUSTICE PSYCHOLOGIST ADMINISTRATOR (continued)

DESIRABLE REQUIREMENTS:

Education and Experience

Requires a doctoral degree in clinical, school or counseling psychology from a program accredited by the American Psychological Association or approved by the Council for the National Register of Health Service Providers in Psychology.

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 or a clinical professional counselor by the Illinois Department of Financial and Professional Regulation.

Knowledges, Skills and Abilities

Requires thorough knowledge of the theories and assumptions underlying the field of psychology.

Requires thorough knowledge of the department's rules and regulations with respect to the field of psychology, the application of psychology to social and emotional development, deviation, mental disease, and the rehabilitation of juveniles.

Requires extensive knowledge of normal and abnormal psychology and the techniques, methods and principles followed in clinical psychology.

Requires extensive knowledge of supervisory managerial techniques and practices.

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

Requires extensive knowledge of staff utilization and employee motivation.

Requires ability to analyze administrative problems and adopt an effective course of action.

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 possession of a valid appropriate driver's license and ability to travel.

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.