

STATE OF ARIZONA JOB CODE SPECIFICATION

FLSA:	EXP	Job Code:	ACV38226
Job Class Code:	770	Salary Schedule:	AREG
EEO Category:	01	Grade:	24
Workers Comp Code:	8833		

Job Code Established:	03/22/91	Effective Date:	
Job Code Revised:		Effective Date:	

JOB CODE SERIES: Psychological Services Series

JOB CODE TITLE: PSYCHOLOGICAL SERVICES ADMINISTRATOR

HRIS TITLE: PSYCHOLOGICAL SVCS ADMR

WORK DESCRIPTION: Directs all psychological services provided in multiple treatment areas of the State Hospital; consults with administrators of other disciplines, developing and revising treatment and educational programs; determines and sets goals and standards; reviews treatment documentation for quality assurance and compliance with licensure and accreditation requirements; participates in development of hospital policies; serves on a variety of committees; submits budget drafts for human and material resources; writes reports, memoranda and correspondence.

WORK ACTIVITIES: directs, instructs, guides and counsels staff psychologists who are responsible for significant work processes of treatment units within the state mental institution. Develops goals, objectives and general activity guidelines for the institution, within a framework of general purposes, goals and mandates established by law. Reviews existing and proposed regulations, jcaho standards and state laws as they pertain to quality assurance and hospital license renewal. Examines and analyzes budgetary reports from management information services, evaluates and makes determinations based on this analysis. Develops new plans and concepts of staffing, service and administration of psychology treatment/service programs in the hospital, through study, examination of data, and application of knowledge and skills. Devises a timetable, schedule or agenda for achievement of objectives, development of programs or completion projects. Reviews patient treatment plans developed by staff psychologists; analyzes, evaluates, asks questions, returns to staff members or approves for implementation. Reviews patient treatment plans for psychological services to ensure compliance with licensure and regulatory requirements. Meets and confers with interdisciplinary health team to review, provide or request information, identify patient/ program needs, and develop methods of meeting such needs. Confers with chief medical officer concerning information/situations pertaining to the psychology department of overall hospital operations; gives information and advice pertaining to corrective action; participates in decision-making. Confers with and advises local governments, community groups and other interested organizations in health-related services of own program. Reads and studies professional literature and informational material in order to increase and

expand knowledge base as an administrator; such material deals with theoretical or conceptual bases of knowledge in the specified field of psychological services as well as concentrating on techniques of leadership in the field.
Performs related work as required.

SUPERVISION: Under administrative direction, reports to the Hospital Chief Medical Officer.

WORK RESULTS/PRODUCTS: Twenty-four-hour psychological service and therapeutic environment provided; treatment programs developed and administered; professional psychology and JCAHO standards met; annual budget drafted and submitted; written reports, memoranda and correspondence.

RESPONSIBILITY: For quality psychological treatment services administration; development and implementation of policies and procedures; program planning and evaluation; ensuring compliance with JCAHO, Medicare and licensing requirements for psychological treatment services, preparing budgets and monitoring program expenditures.

AUTHORITY: To direct and develop an organization to support a psychological services treatment program.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: administration and management principles; methods and techniques and psychological assessment; laws, statutes, rules and regulations related to psychological treatment services and health care facility standards; human relations and behavior; internal, community and national standards of psychological treatment and psychological practices; policies and procedures used in the Hospital.

Skill/Ability to: analyze and solve administrative-level problems; assess and evaluate psychological treatment/service programs; develop a methodology and approach to improve the quality of care and training; maintain a leadership posture in a professional field; communicate verbally and in writing; establish and maintain effective interpersonal relationships.

SPECIAL SELECTION FACTORS: Required within 30 calendar days of appointment: must be eligible and apply to the State Board of Psychologist Examiners for certification as a psychologist in the State of Arizona. Required for permanent status: must receive certification by the State Board of Psychologist Examiners within one year of appointment. Required for continuing employment: must receive an affirmative evaluation of credentials by the State Board of Psychologist Examiners within 90 calendar days after appointment.