

CLASSIFICATION SPECIFICATION

FLSA:	EXP	Job Code:	ACV78523
Job Class Code:	780	Salary Schedule:	AREG
EEO Category:	02	Grade:	20
Workers Comp Code:	7720		

Job Code Established:	09/29/83	Effective Date:	
Job Code Revised:		Effective Date:	

JOB CODE SERIES: Correctional Psychotherapy Series

JOB CODE TITLE: CORRECTIONAL PSYCHOTHERAPY PROGRAM REPRESENTATIVE

HRIS TITLE: CORRL PSYTHRY PRG REP

WORK DESCRIPTION: Plans, organizes and carries out a full program of social services; interviews and assesses newly-transferred patients, prisoners referred from the corrections reception center and persons admitted from the Courts for competency evaluations; conducts individual and group counseling with selected patients; writes psychosocial histories, summaries of patient progress, treatment and discharge plans.

WORK ACTIVITIES: Designs, plans, organizes and carries out a program of social services as part of a treatment program.

Composes a complete social history of clients as part of information base for a treatment program.

Devises and develops treatment or service plan for client, based on knowledge of client's situation, gained from interviewing and gathering case information.

Confers with other staff members, specialists, consultants and members of the treatment team, discussing, planning and determining courses of action in patient care, treatment or case determination.

Confers with and advises staff members of own work system, applying knowledge and skills of own technical specialty.

Writes or dictates evaluation or discharge summaries, treatment plans or progress reports relating to treatment of patients in a program of psychotherapy.

Gives and receives information requiring considerable judgment and authority regarding current and specific business of the work unit by telephone or direct contact.

Reads incoming correspondence, memoranda or reports; plans and formulates response, subsequent action or routes to files or other destination.

Reads and evaluates social service reports, social histories, evaluation reports on social conditions or problems; makes case decisions or authorizations.

Carries out family therapy or counseling by meeting with family of client (usually including the client) on a regular or irregular basis and leading or moderating a discussion of problems and resolutions.

Develops and creates new forms to accommodate needs of new program elements; submits for agency approval if needed.

Writes policy and operating procedures for division or section of work system or agency, subject to guidelines and regulations set forth by superior, and by laws and regulations.

Confers with superior, presenting and resolving difficult problems or questions, discussing plans and actions to be taken, making decisions.

Testifies in court as official witness.

Performs related work as required.

WORK CONDITIONS: Works with psychiatric patients in a correctional maximum security mental health facility.

SUPERVISION:

Works under direction of the Clinical Director, exercising considerable discretion and independent judgment within policies and procedures established for the work system.

WORK RESULTS/PRODUCTS: Effective program of social services for a correctional mental health facility.

RESPONSIBILITY: For the quality and effectiveness of the social service program.

AUTHORITY: Program planning and prioritization, interpretation of facility rules and regulations; serve as facility representative to community organizations.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: effective methods and techniques of interactive treatment of persons with psychological problems or disorders; current concepts, theories and terminology used in diagnosis and treatment of persons with psychological problems; State and community resources for assistance to discharged prisoners with serious psychological problems; State criminal and civil law as it pertains to forensic patients; the rules, regulations, policies and procedures established for the work system.

Skill in: psychological evaluation and assessment; therapeutic interaction with incarcerated persons who have serious psychological problems; interviewing to elicit information; oral and written communication; work management; interpersonal relations as applied to contacts with patient family members and representatives, community mental health personnel, law enforcement and court representatives.

SPECIAL SELECTION FACTORS: Master's degree in social work and three years of practice including direct psychotherapy with incarcerated persons with severe psychological problems.