

## Psychologist Manager

Role: 00EIH6 - Psychologist Manager

### **A Day in the Life:**

The essential functions of this role are as follows:

- Establish immediate or long-term goals for psychological services.
- Initiate, formulate, comply, and evaluate test and program data for the research and/or continuous program evaluations.
- Coordinate or establish behavior modification programs, drug abuse programs, programs for individuals with intellectual disabilities, or outpatient clinic programs.
- Consult with and make recommendations to institutional administrators regarding department budget.
- Consult with personnel in other disciplines regarding psychological data, individual treatment programs, and program recommendations.
- Supervise and maintain training programs for graduate students in clinical psychology and coordinate these training programs with university representatives.
- Make recommendations regarding case disposition to the court or other legal authorities.
- Provide in-service training and staff development opportunities, including new employee training.
- Write psychological reports, social histories, transfer papers, and individual evaluations.
- Determine or evaluate the determination of a workable treatment plan for patients from test data.
- Recruit, select, onboard, and train employees to ensure role responsibilities and expectations are clearly understood while providing opportunities to continue professional development.
- Set expectations, measure progress, provide ongoing feedback, and evaluate the performance of employees. Ensure work adheres to quality standards, deadlines, and proper procedures.
- Reasonable accommodations may be made to enable individuals with disabilities to interview and perform the essential functions of this role.

The job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Other duties, responsibilities and activities may change or be assigned at any time.

### **What You'll Need for Success:**

This person must have the following requirements to be considered for employment:

- Possess a Ph.D. or Psy.D. in Clinical or Counseling Psychology.
- Must be certified as a Psychologist by the Indiana State Board of Examiners in Psychology.
- Thorough knowledge of the principles and practices of clinical and counseling psychology, social psychology, child psychology, developmental psychology, psychopathology, and psychometrics.
- Thorough knowledge of the types and uses of psychological research techniques, statistics, educational theory, interviewing techniques, and psychotherapeutic skills and ability to administer and interpret these techniques.
- Specialized knowledge of institutional policies and goals and role of psychology department in effecting these goals.
- Specialized knowledge of budgetary process and budgetary needs of psychology department.
- Ability to organize, direct, and supervise a complex and comprehensive psychological program.

- Ability to coordinate a psychological program with related programs to formulate and maintain a total facility program.
- Ability to communicate effectively both orally and in writing.
- Ability to delegate work, set clear direction, and manage workflow.
- Ability to effectively give feedback, provide guidance or corrective action, coach, and develop employee skillsets.

### **Supervisory Responsibilities/Direct Reports:**

This role may provide direct supervision for one or more staff members.

### **Difficulty of Work:**

Guidelines consist of professional skills related to clinical psychology, psychopathology, and psychometrics and the overall goals and objectives of the institution. Your work is broad in scope involving the application of various guidelines to research into human behavior, planning and executing evaluation and treatment of complex human behavior problems, and planning and supervising work of the psychology department. Your job involves creativity and initiative in planning and carrying out psychological services in many different situations within the guidelines of the profession and the institution.

### **Responsibility:**

The Psychologist provides objectives and directs psychological services within the boundaries of the general policies of the institution. Determining work methods is reserved for individuals who rely on advanced psychological training, professional judgment, and administrative experiences. You will review recommendations, diagnostic evaluations, and treatment plans for individual patients; determines the need for and implements program evaluation and program planning for the psychology department. You will have the final authority for patient psychological assessment. You will significantly contribute by applying agency guidelines and interpreting agency-wide policies, defining overall treatment programs as a department administrator. You will also plan and interpret the findings of various research programs that can affect the general policies of the agency.

### **Personal Work Relationships:**

The Psychologist will work with patients to diagnose and create treatment plans. You will work with other disciplinary areas to determine the best course of treatment for the patient. The E6 role is supervisory and will be supporting their team, helping with complex cases, and supporting each employee as needed.

### **Personal Work Relationships:**

A high level of judgement and effective communication is required during times of contact with residents or incarcerated individuals.

Residents or incarcerated individuals may have family, friends, community partners and/or other interested parties come to the facility requesting information or to visit with the person according to policies and procedures.

Partnership with relevant public agencies, federal, state & local governments and/or community leaders may be required.

This individual will be expected to partner with agency personnel and related stakeholders working towards completion of assigned functions. Exceptional customer service is provided to agency partners and/or the general public.

This position will communicate directly with children and families on a regular basis.

### **Physical Effort:**

This role performs work in an environment where sitting for extended periods of time could be expected.

This role requires the ability to lift, carry, protect or care for children in tense, uncomfortable situations.

This role requires above average strength when restraining one or more patients or incarcerated individuals as per departmental policy and procedure.

This role requires keen observational and hearing skills to stay alert for possible dangerous situations.

This role requires the ability to lift patients and push wheelchairs in some cases.

### **Working Conditions:**

This role performs work in a state operated hospital facility.

Operations may require this role to be available after hours (on-call) and/or work rotating shifts, evenings and weekends, or irregular hours.

This role requires a high level of attention and safety due to work activities having risk of injury or loss of life.

### **Competencies**

- Attentive Listening
- Managing Stress
- Sharing Information
- Resolving Conflict
- Developing Talent
- Managing Performance

### **Last Updated (By and Date)**

Updated by C. Rowley 3.9.2023

**B.Morris 3.21.22 Rewrite Complete**