



DALLAS COUNTY JOB DESCRIPTION

Job Title:	Psychologist I / II	Job Code:	5036800	Job Grade:	JM
Reports To:	Supervisor	Pos. No:	Various	FLSA Code:	E
Department:	Juvenile	Loc. Code:	Various	SIC Code:	9441
				WC Code:	8810
Division:	Clinical Services - Psychology	CS Code*:	B-JD	EEO Code:	B11

Summary of Functions: Provides comprehensive psychological services including assessments, evaluations, psychotherapy, crisis intervention and consultation throughout the juvenile justice or jail system as well as consultation with staff and court members regarding the disposition planning and decision related to the wellbeing of the youth

Management Scope: N/A

Duties and Responsibilities:	% of Time	Essential Non-essential
1. Serve as a unit coordinator of the Psychology Division (i.e. coordinator of Detention/ Hill Center services, Outpatient Clinical services, STARS program, Youth Village, Letot, Medlock or START clinical services) directed by the Chief Psychologist.	20	E
2. Conducts psychological testing and evaluations using clinical interviews, assessment instruments, observation, records review and other available methods as needed. Administers and interprets psychological tests. Provides diagnosis and recommendations for intervention to guide court disposition and case management. Prepares written reports within the prescribed time frame, provides direct clinical care to clients and families as needed.	20	E
3. Supervises psychological services provided by practicum students. Process therapy and assessment cases, assisting in determining diagnostic and clinical recommendations. Reviews all written reports for completeness and accuracy. Provides direct observation and technical assistance as needed.	15	E
4. Provides individual, family and group psychotherapy (i.e. anger management, family training group, specialized treatment for youth with sexual behavior problems) to address the emotional needs of the juvenile justice population in order to enhance family functioning while reducing family conflicts and stress.	5	E
5. Provides on-call emergency crisis intervention services (24-hour, 7 day per week basis) to all institutions within the juvenile justice system. A rotating	5	E

staffing schedule is used throughout the year.

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| 6. Provide courtroom testimony as an expert witness. Subpoenas are common and testimony on issues related to psychological assessment and therapeutic interventions are expected. | 5 | E |
| 7. Provide psychological consultation to the courts, administrators, probation officers, institutions, and community agencies regarding case management and effective therapeutic intervention with juvenile officers. | 5 | E |
| 8. Abide by the ethical standards and principles as set forth by the American Psychological Association. | 5 | E |
| 9. Performs other duties as assigned by the Deputy Director of Clinical Services. | 5 | N |

Psychologist II – Additional Responsibilities E

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| 10. Provides psychological evaluations and diagnostic studies with regard to discretionary transfer motions as well as Chapter 55 hearings in order to address issues of mental competency, mental illness, and mental retardation. | 15 | E |
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* *The Code depends on the Department where the position is located and/or funded in accordance with 86-1 of Dallas County Code.*

Minimum Qualifications:

Education, Experience and Training:

Psychologist I (minimum salary): Psy.D. or Ph.D. in Clinical or Counseling Psychology from an American Psychological Association (APA) accredited institution of higher education. Minimum one (1) year pre-/post-doctoral level supervised clinical experience in psychology services. Must obtain Provisional license within eighteen (18) months of date of hire.

Psychologist II (max. in-hire salary): Psy.D. or Ph.D. in Clinical or Counseling Psychology from an American Psychological Association (APA) accredited institution of higher education. Minimum three (3) years post-doctoral supervised experience. Independently Licensed by Texas State Board of Examiners of Psychologists.

Special Requirements/Knowledge, Skills & Abilities: Psychologist I/II

Must be knowledgeable about psychological theories and interventions, psychometrics, diagnostic criteria as outlined in the most current version of the Diagnostic and Statistical Manual of Mental Disorders, psychological assessment instruments, and report writing. Familiar with federal, state and local laws, rules, regulations, policies and procedures and applicable professional psychological standards and procedure, child and adult development, Texas family code, Texas Psychologists Licensing Act, APA ethical standards, relevant mental health, sex offender and substance abuse issues and protocols, treatment issues pertaining to juveniles, families and evidenced based principles and practices. Must be skilled in preparing and maintaining accurate records, files and reports, interacting with all levels of management, employees and outside contacts, strategic planning, developing, monitoring and evaluating clinical programs and services, prepare administrative and statistical reports, use of psychological evaluation and assessment instruments, interpreting diagnostic evaluations and assessing behaviors, providing crisis intervention and management services, supervising and training staff on clinical and administrative matters, providing individual, group and family therapies. Must possess a valid Texas Driver's License, with a good driving record. Must pass an extensive background investigation.

Mandatory drug testing prior to employment and will be subject to random, unannounced drug and/or alcohol testing during employment.

Note: “An elected official/department head may hire employees and pay them below the minimum salary rate for the position, if the elected official/department head believes the employee will be able to meet the minimum qualifications for the position within a defined period, which typically should not exceed 12 months. The salary grade for the position is reduced by one grade for each requirement not met by the applicant.”

“Position requires working with juveniles who may have committed dangerous/aggressive acts; should possess a high tolerance for working in an emotionally demanding/stressful work environment.”

Physical/Environmental Requirements:

- Standard office environment. Must be able to visit various off-site locations.
- An employee may be transferred to another department, shift, location, or facility based on the needs of the Department.
- Working in a 24-hour facility may make the employee subject to working mandatory overtime or remaining on duty and working all, or a part of, an additional shift (“double shift”).
- The incumbent is / may be considered to be ‘essential personnel’ subject to being held over or called back to a work location or alternate site at all times. When required, you will be notified by your supervisor.
- **Must be at least 21 years of age (for applicable positions) and must pass all portions (physical/written) of the Juvenile Academy to continue employment or all standards related to PREA and Ethics for specific positions.**

Hay Points/Point Factor:

KH: E12 264 pts, PS: E4 (50%) 152 pts, AC: E2C 132 pts, TTL: 548 pts, KH/PS/AC: 52-26-22, Profile: -1

Supervisor Signature _____

Date _____

Reviewed by Human Resources/Civil Service on

Date 3/14/2014; 8/14

Approved by Civil Service Commission on

Date 3/17/2014; 8/18/2014

This job description shows typical requirements of a position within this classification. This description is not intended to be all-inclusive. Individual positions may vary slightly in functions, job dimensions and requirements. Any percentage of time included on each function is only an estimate and may change depending on the specific departmental tasks. Candidates whose disabilities make them unable to meet these requirements will still be considered fully qualified if they can perform the Essential Functions of the job with reasonable accommodation.