

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: HEALTH SPECIALIST V -
Office of Mental Health Monitoring and Liaison

SALARY GROUP: B20

DEPARTMENT: Health Services Division

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CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY: Linda Knight DATE: 10/03/2013

POSITION #: 030293

I. JOB SUMMARY

Performs highly advanced counseling and psychological work. Work involves overseeing psychological testing and assessing, counseling, reporting, and research; and planning, assigning, and supervising the work of others. Works under minimal supervision with extensive latitude for the use of initiative and independent judgment.

II. ESSENTIAL FUNCTIONS

- A. Oversees and evaluates program activities; oversees, reviews, and implements program development and evaluation; and monitors and oversees the monitoring of contracted services to ensure implementation and compliance.
 - B. Participates in and oversees quality of care audits of contracted psychiatric services provided at agency correctional facilities; ensures compliance with contract provisions, policies, procedures, rules, and regulations; prepares and oversees the preparation of reports of audit findings and makes recommendations for corrective action in areas of non-compliance; and reviews and evaluates reports for completeness and accuracy.
 - C. Oversees and participates in unit site visits; interviews offenders and staff; assesses offender mental health needs by reviewing assessment documentation; and prepares reports and makes treatment recommendations.
 - D. Provides technical assistance and consultative psychological services for mental health care issues to agency staff, provider agencies, and other organizations.
 - E. Participates in meetings, conferences, and seminars; serves on boards, panels, and committees; testifies at hearings and trials; develops and maintains liaison with agency departments, outside agencies, and the public; and serves as a member of the agency hostage negotiation team.
 - F. Plans, assigns, and supervises the work of others; and oversees and coordinates mental health staff training programs.
- * Performs a variety of marginal duties not listed, to be determined and assigned as needed.

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III. MINIMUM QUALIFICATIONS

A. Education, Experience, and Training

1. Master's degree from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE). Major course work in Psychology, Counseling, or a related mental health field.
2. Three years full-time, wage-earning experience in clinical assessment, clinical management, clinical psychology, or counseling in a psychological therapeutic environment.
3. Program administration experience preferred.
4. Auditing experience preferred.
5. Correctional health care experience preferred.
6. Experience in the supervision of employees preferred.
7. Licensed as a Psychological Associate by the Texas State Board of Examiners of Psychologists or licensed as a Licensed Professional Counselor by the Texas State Board of Examiners of Professional Counselors, or licensed in a related mental health field preferred.

B. Knowledge and Skills

1. Knowledge of principles, terminology, techniques, ethics, and procedures of psychological assessment.
2. Knowledge of the theories, practices, and procedures of research, diagnostic techniques, and psychotherapy and counseling.
3. Knowledge of principles and techniques of tests and measurements and treatment techniques and practices.
4. Knowledge of applicable state and federal laws, rules, regulations, and statutes.
5. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.

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6. Skill to communicate ideas and instructions clearly and concisely.
7. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
8. Skill to interpret and apply rules, regulations, policies, and procedures.
9. Skill in administrative problem-solving and conflict resolution techniques.
10. Skill to review technical data and prepare technical reports.
11. Skill to prepare and maintain accurate records, files, and reports.
12. Skill in interviewing.
13. Skill in the use of computers and related equipment in a stand-alone or local area network environment.
14. Skill in the use of Microsoft Office Suite or equivalent to include word processing, spreadsheet, database, or presentation software programs.
15. Skill to plan, assign, and supervise the work of others.

IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION

- A. Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry under 15 lbs., perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, typewriter, calculator, copier, fax machine, telephone, and automobile.