

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: HEALTH SPECIALIST V -
Specialized Programs

SALARY GROUP: B20

DEPARTMENT: Rehabilitation Programs 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: Joseph A. Bon-Jorno DATE: 09/19/2013

POSITION #: 045326

I. JOB SUMMARY

Performs highly advanced counseling and psychological work. Work involves overseeing psychological testing and assessing, counseling, reporting, and researching; 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 unit Sex Offender Rehabilitation and Youthful Offender Program activities; oversees program operations and problems and the preparation of reports of findings and recommendations for improvement; coordinates program activities with agency departments, divisions, other agencies and organizations, and the public; and participates in quality assurance and quality enhancement activities related to sex offender treatment and youthful offender provisions.
 - B. Supervises the development of treatment programs, treatment protocols, assessment methods, and related policies and procedures; evaluates and oversees individualized treatment plans; and prepares behavior analyses and designs and monitors behavior modification and skill acquisition plans.
 - C. Counsels offenders and facilitates the education of offender families; plans and conducts individual and group psychotherapy for offenders; administers and interprets psychological instruments; interviews offenders, recommends treatment, and prepares reports; documents progress notes in offender treatment records; reviews and evaluates the documentation of clinical staff; and confers with clinical staff concerning program completion and exit recommendations.
 - D. Oversees, reviews, and implements research projects and program evaluation and disseminates findings; prepares documentation required by sex offender program administration and the Board of Pardons and Paroles; and participates in the activities of the Council on Sex Offender Treatment.
 - E. Plans, assigns, and supervises the work of others; works with program staff in determining trends and resolving technical problems; and provides training and technical assistance on program services.
- * 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 in Psychology, Counseling, Social Work, Marriage and Family Therapy, or a related field 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).
2. Four years full-time, wage-earning post-masters sex offender treatment experience in a psychological therapeutic environment.
3. Experience in the supervision of employees preferred.
4. Current, active, unrestricted license as a Licensed Sex Offender Treatment Provider (LSOTP), Affiliate Sex Offender Treatment Provider (ASOTP), or a Provisional Sex Offender Treatment Provider (PSOTP) by the State of Texas Council on Sex Offender Treatment.

Must maintain valid license(s) for continued employment in position.

B. Knowledge and Skills

1. Knowledge of principles, methods, techniques, ethics, and practices of providing therapy.
2. Knowledge of psychological assessment, psychopathology, and the theory and practice of individual, group, and family therapy.
3. Knowledge of principles and techniques of tests and measurements and treatment techniques and practices.
4. Knowledge of group dynamics and professional personnel interaction.
5. Knowledge of youthful offender and sex offender treatment and practices.
6. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
7. Skill to communicate ideas and instructions clearly and concisely.
8. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
9. Skill in interviewing.
10. Skill to interpret diagnostic interviews and test data.

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11. Skill to conduct individual and group psychotherapy for offenders and families.
12. Skill to conduct psychological evaluations.
13. Skill in program development and evaluation.
14. Skill to analyze behavioral deficits.
15. Skill to develop plans for implementing and monitoring rehabilitation activities in skill acquisition and behavior management.
16. Skill to evaluate youthful offender programs and sex offender treatment programs and enhancement activities for psychological service provisions.
17. 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, climb stairs, 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.