

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: HEALTH SPECIALIST IV -
Recovery Support

SALARY GROUP: B19

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: Geralyn Engman DATE: 09/15/2016

POSITION #: 045346

I. JOB SUMMARY

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

II. ESSENTIAL FUNCTIONS

- A. Coordinates psychological and Our Roadway to Freedom Program activities; administers and interprets psychological instruments; conducts individual and group therapy; provides individual counseling to offenders; and interviews offenders, recommends treatment, and prepares reports.
 - B. Leads the treatment team in the development and implementation of individualized treatment plans; documents progress notes in offender treatment records; reviews and approves documentation of clinical staff; prepares recommendations for program completion and exit requests; and reviews reports for completeness and accuracy.
 - C. Participates in meetings; assists in program development and training; assists in the development of program policies and procedures; and provides liaison with departments of the agency.
 - D. Assigns and supervises the work of others; and provides training in the program area.
- * 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. Three years full-time, wage-earning case management or treatment experience in a psychological therapeutic environment.
3. Current, active, unrestricted license by the appropriate licensing authority in the State of Texas as a Psychological Associate, Licensed Professional Counselor, Licensed Marriage and Family Therapist, or Licensed Clinical Social Worker preferred.
4. Experience in the supervision of employees preferred.

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 agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
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 in interviewing.
9. Skill to interpret diagnostic interviews and test data.

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10. Skill to conduct individual and group psychotherapy.
11. Skill to conduct psychological evaluations.
12. Skill in program development and evaluation.
13. Skill to analyze behavioral deficits.
14. Skill to develop plans for implementing and monitoring rehabilitation activities in skill acquisition and behavior management.
15. Skill in administrative problem-solving techniques.
16. Skill to 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, calculator, copier, fax machine, dolly, telephone, and automobile.