

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
JOB DESCRIPTION**

POSITION TITLE: HEALTH SPECIALIST IV -  
Sex Offender Rehabilitation Program

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: Rene Hinojosa DATE: 08/23/2018

POSITION #: 045321

**I. JOB SUMMARY**

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

**II. ESSENTIAL FUNCTIONS**

- A. Counsels offenders and facilitates the education of offender families; conducts individual and group psychotherapy for sex offenders; prepares behavior analyses; and designs and monitors behavior modification and skill acquisition plans.
  - B. Administers and interprets psychological instruments; and interviews offenders, recommends treatment, and prepares reports.
  - C. Leads the treatment team in the development and implementation of individualized treatment plans; monitors clinical progress of offenders; documents progress notes in offender treatment records; monitors the documentation of clinical staff; and confers with clinical staff concerning program completion and exit recommendations.
  - D. Participates in research projects and program evaluation and disseminates findings; prepares documentation required by the sex offender program administration and the Board of Pardons and Paroles; and participates in quality assurance and quality enhancement activities related to psychological services provisions.
  - E. Organizes, assigns, and reviews 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 post-masters sex offender treatment experience in a psychological therapeutic environment.
3. Current, active, unrestricted license as a Licensed Sex Offender Treatment Provider (LSOTP) or Affiliate Sex Offender Treatment Provider (ASOTP) 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 the principles and techniques of tests and measurements and treatment techniques and practices.
4. Knowledge of group dynamics and professional personnel interaction.
5. Knowledge of 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.

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10. Skill to interpret diagnostic interviews and test data.
11. Skill to conduct individual and group psychotherapy for sex 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 sex offender treatment programs and enhancement activities for psychological service provisions.
17. Skill to train 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.