



**NORTH DAKOTA
CLASS DESCRIPTION**

ND Human Resource Management Services
Phone: (701) 328-3290

Class Code(s): 4168

DIRECTOR OF PSYCHOLOGY-NDSH

GRADE S

SCOPE OF WORK:

The individual in this position is responsible for the administration, coordination, and supervision of the Department of Psychology. This person also provides psychological evaluations, consultation, and direct psychotherapeutic services.

DUTIES PERFORMED:

- Direct and supervise the operations of the psychology department.
- Prepare budgets and monitor the expenditures of all assigned areas.
- Maintain records of the consultation, evaluation, and therapy workload of all staff psychologists.
- Develop and monitor a psychologist internship program.
- Maintain psychological services in a manner consistent with all applicable standards, (federal, state, and Joint Commission on Accreditation of Hospitals.)
- Develop, implement, monitor, and modify policies and procedures for psychological services.
- Work directly with patients by providing individual, group, and family psychotherapy.
- Provide clinical consultation and/or supervision to staff regarding program needs and individual patient treatment needs.
- Supervise the clinical work of all psychologists.
- Recruit all psychology staff and interns.
- Provide administrative supervision of assigned staff.
- Serve as Chair of the Hospital Professional Development Committee; assure that all assigned staff meet all statutory education requirements.
- Serve on other Hospital committees as appointed.

NOTE: The duties listed are not intended to be all inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

MINIMUM QUALIFICATIONS:

Requires a doctorate in clinical psychology and five years of experience providing services to the severely mentally ill, one of the years at upper level administrative/management in a large clinic, hospital, or mental health/human service center. Licensure to practice psychology in North Dakota is mandatory and will be verified by the employing agency as a condition of employment.

Eff. Date: 12/87

Rev: 7/94 – Rewritten to reflect inclusion of hospital-wide psychological duties, change pay grade and update format

Rev: 8/96 – Rewritten to reflect removal of forensic duties. Change pay grade

Rev: 7/12 – Conversion to Hay System