

CLINICAL SERVICES COORDINATOR

Basic Purpose:

Positions in this job are responsible for coordinating and managing a specialized inmate mental health program, and for the direct delivery of focused psychological services to participating inmates.

Typical Functions:

- Responsible for the design, implementation, management, and annual evaluation of a specialized inmate mental health program; ensures that current research, methodology, practices, and other useful practices and principles are incorporated into the program; ensures that the program complies with all mandates required by law and with established professional standards.
- Provides psychological services to include group and individual therapy, and clinical consultation; provides training and guidance related to theory and practices of clinical and individual therapy to staff who conduct therapy with inmates; reviews and evaluates the clinical and individual therapy delivered to inmates by staff and therapeutic progress made by inmates.
- Serves as a liaison with state and local agencies and the community regarding the specialized program; monitors legislation and responds to legislative inquiries related to the program; responsible for the administration of grants related to the program.
- Supervises the assigned staff.

Knowledge, Skills, and Abilities:

Knowledge of psychological service programs; of psychotherapy methods, case assessment, testing, statistical methods and research design; and of administration and supervisory techniques. Ability to plan and administer a psychological program; to apply psychological techniques; to evaluate and diagnose psychological problems; to develop therapeutic treatment/plans; to provide counseling; to administer psychological tests; and to communicate effectively both orally and in writing.

Oklahoma Department of Corrections
Unclassified Job Descriptor

CLINICAL SERVICES COORDINATOR

Education and Experience:

Statutorily Required: N/A

Minimum Qualifications: Master's degree in psychology, counseling, or closely related field and four (4) years experience providing related professional psychological services; **OR** a doctorate in psychology, or closely related field and two (2) years of qualifying experience.

Preferred Qualifications: Education and experience as noted above which includes two (2) years of supervisory experience and a licensed mental health professional designation (Licensed Professional Counselor or equivalent).