

Oklahoma Department of Corrections
Unclassified Job Descriptor

DEPUTY CHIEF MENTAL HEALTH OFFICER

Basic Purpose:

Under the general direction of the Chief Mental Health Officer, responsible for a variety of administrative and operational functions that enhance the department's statewide system of providing correctional mental health care services.

Typical Functions:

- Develops and implements a quality performance improvement system for monitoring all aspects of existing clinical service provision, including a peer review system.
- Develops, monitors and analyzes management information reports system, including Electronic Health Record service performance outcome data.
- Ensures mental health staff's compliance with American Correctional Association standards, departmental policies, facility field memoranda and professional and ethical standards.
- Develops, implements and monitors mental health services training program, to include establishment of competencies for clinicians as well as non-mental health staff training materials.
- Develops intern and practicum student programs via inter-agency relationships with Oklahoma colleges and universities.
- Develops and updates the Mental Health Services Manual and coordinates training for new mental health professionals.
- Develops mental health services research program to increase understanding of correctional population's needs for mental health services and to identify best practices within correctional mental health services.
- Attends administrative and/or professional meetings pertaining to medical and mental health services as needed to address system concerns and to remain current on mental health service delivery system issues.
- Serves as acting Chief Mental Health Officer as needed.

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Knowledge, Skills, and Abilities:

Knowledge of mental health service delivery programs; of psychological theory; of methods of psychological counseling, psychotherapeutic methods, case assessment methods, individual and group counseling and testing; of projective techniques, statistical methods, and research design; of community problems; of special education; of individuals with mental, emotional, and social problems, and mental retardation; and of administration and supervisory techniques. Ability to establish and maintain effective working relationships; to direct the work of others; to serve as a consultant and/or function in an administrative capacity; to work with community groups and agencies in developing programs and services; to exercise good judgment in analyzing situations and making decisions; to prepare special funding grants; to develop and monitor a budget; and to plan and administer a comprehensive mental health program.

Education and Experience:

Statutorily Required: N/A

Minimum Qualifications: Completion of the curriculum requirements for a doctorate in psychology (Ph.D., Ed.D., Psy.D.) from an accredited college or university with a specialty in clinical or counseling psychology or related area. This program shall include one (1) calendar year of full-time or two (2) years of part-time pre-doctoral internship in a clinical setting. One (1) year of post-doctoral clinical experience may be substituted if the work is supervised by a licensed psychologist. Course work should include training in psychological testing in both projective and objective techniques. Candidates should possess at least two (2) years of experience working as a psychologist within a correctional environment. Candidates should be licensed or license-eligible as a psychologist in the State of Oklahoma.

Preferred Qualifications: Education/degree requirements as indicated above and five (5) years or more experience in the delivery of mental health services in a correctional setting.