



Career Service Authority

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Psychologist

GENERAL STATEMENT OF CLASS DUTIES

Provides psychology services as a licensed psychologist, including assessment, treatment, and consultation in a medical or health care setting.

DISTINGUISHING CHARACTERISTICS

This class provides psychology services as a licensed psychologist including assessment, treatment, and consultation in a medical or health care setting. This class is distinguished from the Psychologist Team Leader, which provides supervision and performs professional psychology work directing, reviewing, scheduling and coordinating the work of professional personnel assigned to a specialized mental health team.

Guidelines, Difficulty and Decision Making Level:

Guidelines are generally but not always clearly applicable, requiring the employee to exercise judgment in selecting the most pertinent guideline, interpret precedents, adapt standard practices to differing situations, and recommend alternative actions in situations without precedent.

Duties assigned are generally complex and may be of substantial intricacy. Work assignment is performed within an established framework under general instructions but requires simultaneous coordination of assigned functions or projects in various stages of completion.

Employee is responsible for determining time, place, and sequence of actions to be taken. Unusual problems or proposed deviations from guidelines, practices, or precedents may be discussed with the supervisor before being initiated.

Level of Supervision Received and Quality Review:

Under general supervision, the employee receives assignments and is expected to carry them through to completion with substantial independence. Work is reviewed for adherence to instructions, accuracy, completeness, and conformance to standard practice or precedent. Recurring work clearly covered by guidelines may or may not be reviewed.

Interpersonal Communications and Purpose:

Contacts with the persons under stress or emergency conditions where an immediate service is rendered according to established procedures or instructions.

Level of Supervision Exercised:

By position, performs lead work.

ESSENTIAL DUTIES

Diagnoses, evaluates, and treats emotional, behavioral, and mental disorders and/or psychological problems resulting from a physical dysfunction, illness, disease, or disability.

Conducts, administers, and interprets tests assessing intellectual abilities, personality characteristics, cognitive skills, psychopathology, and neuropsychological characteristics and writes up appropriate reports.

Conducts intakes, admissions, and discharges of patients and clients, and manages the patient care.

Exercises legal, clinical and professional responsibilities as required under applicable state laws such as involuntary holds, certifications, and release actions.

Utilizes clinical interviewing, medical record and history review and other psychological techniques to assess patient and client needs. Prepares, updates and maintains medical records, progress notes, reports and summaries as needed.

May perform clinical supervision over staff, students, psychology interns, psychologist candidate for licensure, medical and psychiatry residents, nursing students, postdoctoral fellows, and/or professional level trainees.

Consults and/or collaborates with other professionals, relatives, and teachers or others to coordinate the diagnosis, management, intervention, or treatment of patients.

Conducts treatment planning, rounds, and ward management. Conducts, utilizes, and/or participates in quality assurance and utilization review activities.

Conducts research projects, other scholarly activities, grant preparation, and fund administration. Prepares and submits scholarly articles for professional publication.

Plans, organizes, conducts and/or participates in educational seminars, case conferences, professional workshops, community education, team building seminars and workshops related to the field of psychology and mental health.

Some positions may provide psychological services to other Health and Hospital programs and patient/clients such as City Care, Senior Plus, Choice Care, HIV+/AIDS patients, Denver CARES, Substances Treatment Services, fire fighters, sheriffs, police, Employee Assistance Programs, or other City and County of Denver personnel.

Assists in developing departmental budgets.

Performs other related duties as assigned or requested.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

MINIMUM QUALIFICATIONS

Competencies, Knowledge, & Skills:

Psychology - Knowledge of human behavior and performance in various contexts, mental processes, or the assessment and treatment of behavioral and affective disorders.

Reading - Understands and interprets written material, including technical material, rules, regulations, instructions, reports, charts, graphs, or tables; applies what is learned from written material to specific situations.

Integrity/Honesty - Contributes to maintaining the integrity of the organization; displays high standards of ethical conduct and understands the impact of violating these standards on an organization, self, and others; is trustworthy.

Interpersonal Skills - Shows understanding, courtesy, tact, empathy, concern; develops & maintains relationships; may deal with people who are difficult, hostile, distressed; relates well to people from varied backgrounds & situations; is sensitive to individual differences.

Oral Communication - Expresses information to individuals or groups effectively, taking into account the audience and nature of the information; makes clear and convincing oral presentations; listens to others, attends to nonverbal cues, and responds appropriately.

Writing - Recognizes or uses correct English grammar, punctuation, and spelling; communicates information in a succinct and organized manner; produces written information, which may include technical material, that is appropriate for the intended audience.

Problem Solving - Identifies problems; determines accuracy and relevance of information; uses sound judgment to generate and evaluate alternatives, and to make recommendations.

Self-Management - Sets well-defined and realistic personal goals; displays a high level of initiative, effort, and commitment towards completing assignments in a timely manner; works with minimal supervision; is motivated to achieve; demonstrates responsible behavior.

Reasoning - Identifies rules, principles, or relationships that explain facts, data, or other information; analyzes information and makes correct inferences or draws accurate conclusions.

Decision Making - Makes sound, well-informed, and objective decisions; perceives the impact and implications of decisions; commits to action, even in uncertain situations, to accomplish organizational goals; causes change.

Teamwork - Encourages and facilitates cooperation, pride, trust, and group identity; fosters commitment and team spirit; works with others to achieve goals.

Stress Tolerance - Deals calmly and effectively with high stress situations (for example, tight deadlines, hostile individuals, emergency situations, dangerous situations).

Flexibility - Is open to change and new information; adapts behavior or work methods in response to new information, changing conditions, or unexpected obstacles; effectively deals with ambiguity.

Customer Service - Works with customers to assess needs, provide assistance, resolve problems, satisfy expectations; knows products and services; is committed to providing quality products and services.

Teaching Others - Helps others learn through formal or informal methods; identifies training needs; provides constructive feedback; coaches others on how to perform tasks; acts as a mentor.

Physical Demands (Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs):

Fingering: picking, pinching, or otherwise working with fingers.

Handling: seizing, holding, grasping, or otherwise working with hands.

Hearing: perceiving the nature of sounds by the ear.

Sitting: remaining in the normal seated position.

Talking: expressing or exchanging ideas by means of spoken words.

Walking: moving about on foot.

Working Environment:

Exposed to unpleasant elements (accidents, injuries and illness)

Handles emergency or crisis situations

May be exposed to infections and contagious diseases

Occasional pressure due to multiple calls and inquiries

Subject to many interruptions

Subject to varying and unpredictable situations

Education Requirement:

Ph.D, Psy.D., or Ed.D. in psychology from an accredited college or university with major course work in clinical, counseling, or a related field of psychology, plus completion of any internships required by degrees.

Experience Requirement:

One year of supervised experience under a licensed psychologist in the practice of psychology after attainment of the Ph.D., Psy.D., or Ed.D. Internships with not be counted toward experience.

Education/Experience Equivalency:

None

Licensure and/or Certification:

Must be a licensed Psychologist by the Colorado State Board of Psychologist Examiners at the time of application.

CLASS DETAIL

FLSA CODE: Exempt

ESTABLISHED DATE: 09/16/1995

ESTABLISHED BY: Jean Canfield

REVISED DATE: 09/27/2009

REVISED BY: Blair Malloy

CLASS HISTORY 9/2009 - This class was revised, competencies and distinguishing characteristics added, and placed in new template.