

Kansas Department for Aging and Disability Services
Unclassified Position Description

New Position Existing Position

Employee Name: (leave blank if position vacant) _____

Division: Sexual Predator Treatment Program

Position Title: Program Consultant

Position Number: _____

Location: (address where employee will work) Larned State Hospital, 1301 KS Hwy 264, Larned, KS 67550

Regular hours of work: Monday - Friday

From: 8:00 AM To: 4:30 PM

For Use By HR Office	
SHaRP Title Code/Class Title Code: <u>039999</u>	FTE: <input type="checkbox"/> 1
KDADS Working Title: <u>Psychometrician</u>	FLSA: <input checked="" type="checkbox"/> x
Effective Date: _____	Position Type: <input checked="" type="checkbox"/> Full <input type="checkbox"/> Part Time
Reviewed Date: _____	Rev. 3/15

Who is the supervisor of this position? (Who assigns work, gives directions, answers questions and is directly in charge.)

Name: _____ Title: SPTP Assistant Clinical Director Position Number: _____

Position Summary: Briefly explain the purpose of the position and its duties.

This position will administer and score specialized psychological testing (i.e. personality, intellectual and neurological evaluations, assessments and screening tools etc.) for forensic evaluations, annual examinations, psychological evaluations or additional psychological testing as requested by SPTP and will provide this information to the resident's Treatment Team or forensic evaluator for decisions regarding treatment placement and progress. This position will assist in gathering and obtaining resident information and data for the Progress Review Panel, court reports and other program statistics that may be requested. This position will also escort residents to and from polygraphs, annual examinations, independent evaluations and the Progress Review Panel when needed to ensure that these required evaluations occur. This position will oversee and proctor testing for outside agencies for residents involved in continuing and improving their educational knowledge (i.e. college courses, GED). This position will assist in offering psychoeducation treatment sessions which provide the basic groundwork for the program concepts that the therapists build on and are unique to SPTP and are designed to assist residents in working through the program and prepare them for reintegration into the community.

Special Qualifications/Education:

A. State any additional qualifications for this position that are necessary to perform the essential functions of the position. (License, registration or certification).
<p>Minimum Qualifications:</p> <ul style="list-style-type: none"> • Bachelor's Degree in psychology, counseling, social work, education or related human services degree. • Valid Driver's License • CPR Certification within 60-days of employment and maintain certification throughout employment • CPI Certification within one month of employment and maintain certification throughout employment. • Requires an approved drug test approved by the Kansas Department of Administration unless the incumbent is moving from one safety-sensitive position to another safety-sensitive position within the same agency performing substantially similar duties. • Ability to pass a KBI background check
B. List preferred education or experience that may be used to screen applicants.

Key Tasks/Duties: Below please list specific task or duties the applicant will perform and be responsible for in this position. In the left-hand column, indicate the importance/frequency of each task out of 100%.

50% E	<p><u>Administers and scores psychological testing.</u></p> <ul style="list-style-type: none"> • Reviews and learns administration protocols for the psychological assessments. • Administers requested psychological assessments per the specific guidelines and requirements for each assessment/test. • Scores the requested assessments either by hand, computer or sends off to the company (dependent on the assessment/test). • Communicates with the evaluator and documents observations regarding the test administration and results. • Schedules and proctors tests for outside agencies (i.e. college courses, GED) • Will attend trainings on administration of psychological assessments.
20% E	<p><u>Provides escort of residents to and from Annual Examinations, Psychological Evaluations, Independent Evaluations, polygraphs and the Progress Review Panel per program policy.</u></p> <ul style="list-style-type: none"> • Supervises all movement to ensure resident safety. • Considers resident well-being, physical limitations and security risk when escorting. • Informs/prepares residents for escort. • Escorts residents to locations and appointments as assigned/trained in a safe & secure manner. • Notifies nursing staff of any concerns that may arise while under the supervision of the escort. • Confirms that the name on the patient movement roster matches the resident identification band/badge. • Monitors residents to make sure they have their ID band/badge on them prior to leaving the unit. • Ensures proper count of the residents at the time of departure, through the duration of the escort, and upon return to the unit.
20% E	<p><u>Delivery for Psychoeducation Sessions</u></p> <ul style="list-style-type: none"> • Provide Psychoeducation sessions for residents as determined by the program. • Participate in treatment planning sessions and treatment team meetings. • Conduct literature review and assist in the creation of treatment course material for SPTP psycho-education classes. • Reviews resident paperwork.
10% E	<p><u>Team Work / Process Improvement</u></p> <ul style="list-style-type: none"> • Provides appropriate feedback concerning resident care issues to members of treatment team. • Gathers resident information and data for the Progress Review Panel, court reports and other program statistics that may be requested. • Gathers numbers, statistics and information for the program/hospital database. • Accesses e-mail daily to receive communication and provide expected follow up. • Complies with LSH and Program policies/procedures. • Assists in developing, reviewing and analyzation of policies. • Conducts program audits. • Participates in required training to meet individual learning needs, to include required computer based training. • Mentors other staff by providing individual supports and training. • Demonstrates willingness to learn new concepts and a positive attitude by working cooperatively in a team process. • Demonstrates caring and respectful communication to all internal and external customers. • Demonstrates acceptable work habits that include coming to work on time and as scheduled. • Adheres to the behavioral and ethical standards of patient/resident care. • Other job-related duties as indicated

Employee Signature	Date	Personnel Signature	Date
Supervisor Signature	Date	Appointing Authority Signature	Date