

STATE OF SOUTH DAKOTA CLASS SPECIFICATION

Class Title: Psychologist Assistant

Class Code: 51212
Pay Grade: GH

A. Purpose:

Analyzes, develops, monitors, summarizes, and evaluates psychological data and behavioral management programs, and trains staff in implementation of behavior programs to effectively deal with or correct individuals' behavioral problems. Conduct individual and group counseling sessions as designated by the Psychologist.

B. Distinguishing Feature:

Psychologist Assistant administers, tabulates and evaluates adaptive behavior assessment instruments under supervision of a psychologist and implements and trains staff in the management of behavioral programs. The position does not supervise, but may monitor work of staff members and therapy aides working with individuals in behavioral management programs.

C. Functions:

(These are examples only; any one position may not include all of the listed examples nor do the listed examples include all functions that may be found in positions of this class.)

1. Collects, computes, and analyzes behavior program and medication data to determine if significant changes are present and if individuals is progressing.
2. Monitors behavioral programs to ensure proper management and practices by staff, and suitability of program for individuals.
3. Conducts individual and group counseling to include crisis counseling and psycho-educational groups.
4. Responds to the needs of individuals' to adapt an appropriate program.
 - a. Analyzes data.
 - b. Makes appropriate changes in program design and implementation.
5. Administers adaptive behavior evaluations and assessments to assist psychologist in obtaining and analyzing information to determine need for behavioral modification in individuals.
6. Provides in-service training to direct-care staff to ensure proper operation of behavioral programs.
7. Maintains records of individuals' activities in programs to document progress toward set goals.
8. Creates progress reports and behavior summaries to provide information for review committees' use in evaluating individuals.
9. Performs other work as assigned.

D. Reporting Relationships:

Typically this position does not supervise, but the incumbent does provide work direction to those involved in conducting and monitoring portions of individuals' behavior plans.

E. Challenges and Problems:

Challenges include collecting and analyzing behavioral and medication data accurately, assisting in developing and implementing effective behavioral programs that meet individuals' and institutional needs, monitoring on-going program, training direct care staff in monitoring programs to ensure a individuals' safety and progress, administering adaptive behavior assessment tools, and maintaining complete individuals records.

F. Decision-making Authority:

Decisions include the types of behavior programs to use, making minor changes in programs, reviewing and analyzing behavioral and medication data and determining if changes are significant and if individuals are progressing, whether staff is running programs correctly.

Decisions referred include evaluating individuals' functioning and all behavioral or medical data to make final decision about the need for a specific program, major changes in behavior modification techniques, changes in medication, and disciplinary action for direct-care staff involved in programming.

G. Contact with Others:

Daily contact with individuals to conduct programming, with case managers and program supervisors to discuss behavioral programs, and with therapy departments and module staff to provide training and interpret behavior programs.

Weekly contact with review committees to obtain approval for behavioral programs for individuals.

H. Working Conditions:

Typical office environment and on institutional wards or module, where the incumbent works with or physically moves and restrains violent and abusive individuals.

I. Knowledge, Skills and Abilities:

Knowledge of:

- behavior modification therapy principles and techniques;
- tabulation, computation, and graphical representation of data;
- basic psychological evaluation and assessment tools and their administration.

Ability to:

- complete data collection;
- design treatments;
- assess the effectiveness of the treatment intervention;
- learn about current methodologies and developments in psychology;
- sufficiently communicate to explain individuals' programs and issues;

- create clear, concise, and accurate reports;
- relate well to individuals with developmental disabilities.