New Position Description: CAPS Assistant Director for Training

Position Justification

Reason for Position Update
Create New Position

Justification of Need
We plan to develop a psychology internship program. This position will be responsible for planning, developing, and directing that program so that we can offer more clinical treatment and services, develop a source of well-trained future staff psychologists, and develop the overall quality of services provided.

Classification

Classification Information

Classification Title
Assoc/Asst Director, Subdivision/Unit AD

Classification Code
312X00

Pay Grade

EEO Code

FLSA

SOC

Job Code

BOR Name

Job Family

Job Family2

Annual Minimum

Annual Midpoint
5/1/2019

Annual Maximum

Is this a Position of Trust?

Classification Description

Minimum Qualifications

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**Position Details**

Seated Employee Information

<table>
<thead>
<tr>
<th>Employee First Name</th>
<th>Employee Last Name</th>
<th>UGA PeopleSoft Employee ID</th>
<th>UGA Badge Number</th>
<th>Work Email</th>
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Position Information

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<th>Action Number</th>
<th>Working Title</th>
<th>OneUSG Connect Job Title</th>
<th>OneUSG Connect Job Code</th>
<th>Pay Group</th>
<th>Major Unit</th>
<th>Division</th>
<th>HR Department</th>
<th>Campus Address</th>
<th>Campus City</th>
<th>Campus State</th>
<th>Campus Zip Code</th>
</tr>
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</table>
The CAPS Assistant Director for Training is responsible for developing and implementing a strategic vision for all the aspects of graduate student and post-graduate training of mental health professionals. The primary function is developing then maintaining the proposed American Psychological Association accredited doctoral internship site. It includes oversight of psychology training programs, to include practicum student trainees and Post-doctoral fellows, in collaboration with coordinators for those programs. Coordinates with other training programs (i.e., MSW)

Additional Requirements
Doctorate in Psychology from an APA accredited program and completion of an APA accredited internship (or equivalent)

Relevant/Preferred Education,
Minimum:

https://www.ugajobsearch.com/hr/actions/11512/print_preview
### Experience, Licensure, and/or Certification

- Licensure as a Psychologist in the State of Georgia by the date of first employment.
- Three years’ experience providing clinical supervision.
- Three years’ experience post-licensure providing psychological evaluation and treatment.
- Four years’ experience in evaluation and treatment of individuals whose age and psychological development are like those of our population (i.e. late adolescence through middle age) is required.
- Preferred: Two years experience in an administrative or supervisory role.
- Three years’ experience providing clinical supervision within a formal training program.
- One year experience directing or coordinating practicum student, intern, and/or post-doctoral fellow training.

### Preferred Knowledge, Skills, Abilities and/or Competencies

- Strong leadership and management skills
- Effective verbal and written communications skills, interpersonal skills, and the ability to work well with multi-disciplinary and multi-cultural groups.
- Ability to work effectively with traditionally underserved students (culturally diverse students).
- Advanced knowledge of theory and research on clinical supervision and training.
- Advanced skills in the delivery of group and individual clinical supervision.
- Ability to engage in data-informed decision-making, knowledge of current trends in collegiate mental health services, ability to develop, implement, and evaluate models of clinical training.
- Familiarity with short term models of treatment.
- Knowledge of professional, national, and state ethical guidelines
- Knowledge and experience with computer based productivity systems (Word, Outlook, Excel, Access, Powerpoint).
- Basic knowledge and competence working with Point and Click Solutions Opensuite or another electronic health record.

### Physical Demands

- Sitting for extended periods, talking, hearing corrected to normal, corrected visual acuity adequate to utilize the electronic health record.

### Impact and Influence

- The Assistant Director of Training will serve as an integral member of the CAPS leadership team with Arial Treankler (Associate Director), Jennifer Hester (Associate Director), the Lead Psychiatrist, Heather Buffington (Department Manager), supervises graduate interns and may serve other trainees, and supervises/directs the training efforts of up to about 10 psychologists. Work is done with minimal supervision. Decisions will impact trainees, the work of supervising psychologists, and the availability of clinical services to students through those supervisors and trainees.

### Job Indicator

Primary
Does this position have operation, access, or control of financial resources? No

Does this position require a P-Card? No

Is having a P-Card an essential function of this position? No

Is driving a requirement of this position? No

Does this position have direct interaction or care of children under the age of 18 or direct patient care? Yes

Does this position have Security Access (e.g., public safety, IT security, personnel records, or patient records)? Yes

Duties/Responsibilities

Allocation of Effort

Percent Instruction 0%

Percent Research 0%

Percent Clinical 30%

Percent Public Service 0%

Percent Administration 70%

Duties/Responsibilities

Administrative planning, Policy Development, and Implementation, including development and maintenance of APA accredited
pre-doctoral internship. Outreach and collaboration with partners in training.

Percentage of time: 40

Duties/Responsibilities: Client/Patient Direct Services, including clinical evaluation and counseling/psychotherapy to groups, couples, and individuals. Provides crisis counseling and consultation. Limited student outreach.

Percentage of time: 30

Duties/Responsibilities: Provide Client support services, including clinical supervision of trainees and new staff, as well as treatment planning, coordinating, referral, and documentation

Percentage of time: 20

Duties/Responsibilities: Professional Development, performance improvement, and peer consultation

Percentage of time: 10

List Similar Position Details
Applies to only those positions with administrative appointments.

List similar positions at UGA: Arial Treankler, CAPS Associate Director for Clinical Services
AI Clarke, CAPS psychologist (with responsibilities for leading practicum and post-doctoral psychology fellow training)
Jennifer Hester, CAPS Associate Director for Outreach

List similar positions outside of UGA: Mack Bowers, Associate Director of Training, Georgia Tech Counseling Center

you believe to be similar, if applicable

Budget Position Information

Budget Position Number

PeopleAdmin Position Number: 236037
PeopleSoft Position Number
PeopleSoft Supervisor Position Number: 11803063

Budget Summary
https://www.ugajobsearch.com/hr/actions/11512/print_preview
# Position Supervisor

## Supervisor Position Description

<table>
<thead>
<tr>
<th>Job Title</th>
<th>ASSOC DIRECTOR ADMINISTRATIVE</th>
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<tbody>
<tr>
<td>Position Number</td>
<td>235614</td>
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<tr>
<td>Org Unit</td>
<td>UHC Counseling &amp; Psychiatric Svcs (H1000472)</td>
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<tr>
<td>First Name</td>
<td>ARIAL</td>
</tr>
<tr>
<td>Last Name</td>
<td>TREANKLER</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:treank@uga.edu">treank@uga.edu</a></td>
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## Position Documents

**New Position Description Documents**

**Current Position Description Documents**

1. Proposed Organizational Chart (PDF | 74.9 KB)
2. Current Organizational Chart (PDF | 74.3 KB)
3. Supporting Document 1 (PDF | 51.5 KB)

Request to fill