

Job Description

Job Title: Psychological Services Provider I **Date:** 07/11/2014
Reports To: Clinical Operations Management and/or **Rev.:** 06/01/2018
Supervising Licensed Clinical Psychologist **FLSA:** Exempt
Salary Range: Variable, calculated from base-pay plus productivity (typically between \$43,000 and \$52,000 per annum)

Summary:

The Psychological Services Provider I (typically a **Post-doctoral trainee/Psychologist Resident**) position provides psychological assessment/testing services and completes other clinical and program duties as assigned. Clinically, the population served primarily includes children referred through the MindSights Child Welfare Services program (although a Licensed Psychologist may see other clients as well). Salary appointments are generally at the lower-end of the published range for post-doctoral Psychologist Residents; at the upper-end of the range for recently Licensed Psychologists.

Duties & responsibilities:

1. Completes all components and processes associated with psychological assessment services for assigned cases.
 - a. Establishes collaborative working relationships with child clients' parent(s), and/or primary caregiver(s), and/or legal guardian(s).
 - b. Assists referring party with identification of specific needs/questions to be addressed in psychological testing/evaluation.
 - c. Selects professionally-responsible and scientifically-sound assessment procedures relevant for addressing the specific needs/questions to be addressed.
 - d. Establishes professional, warm, and engaging clinical rapport with child clients.
 - e. Completes testing/assessment procedures in accord with accepted professional standards.
 - f. Integrates clinical data and conceptualizes cases in a manner that is both sensitive to the needs of the individual and based upon the state of the science regarding psychological testing/assessment.
 - g. Completes all written documentation, including encounter notes and psychological reports within the timelines identified by clinical management.
 - h. Both verbally and in writing, communicates psychological data and its implications to interested parties in easily-understood terminology leading to practical and beneficial recommendations.
 - i. Provides consultative follow-up, as indicated.

- j. Communicates with clients and community partners in a consistently responsive, professional, and cooperative manner.
 2. Maintains accurate and complete clinical records/information.
 - a. Maintains client encounter and services information within EHR system for assigned cases.
 - b. Manages security of records/information and protects client confidentiality per policies, procedures, and relevant laws.
 3. Increases clinical competence, professional identity, and psychological skills/knowledge through formal and informal training opportunities.
 - a. Attends and actively participates in scheduled supervision sessions, team-wide case presentations/consultations, didactic instruction, and other face-to-face training activities.
 - b. Reviews relevant scientific literature regarding general area of practice and specific clinical cases, as self-selected and/or assigned by supervisor/management. Integrates scientific information with practice in a professionally responsible manner.
 - c. Demonstrates increasing understanding of ethical principles, legal considerations, and interprofessional dynamics affecting the practice of clinical psychology as they pertain to assessment work.
 4. Adheres to Oregon Board of Psychology (OBOP) practice parameters in all psychological work, as well as all relevant laws and administrative rules governing the practice of psychology in Oregon.
 5. Demonstrates consistently professional, collaborative, and respectful communication with clinical and non-clinical staff.
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Work Assignment/Expectations:

Approximate Percentage of Professional Time by Activity:

1. The position is structured to allow a Psychological Services Provider I to spend approximately 60% of work time (approximately 24 hours/week/1.0 FTE) in the provision of documentable and reimbursable clinical services, including:
 - a. Direct clinical activities (intake interviews, administration of psychological tests, and debriefing appointments);
 - b. Certain "indirect" clinical activities, including analysis/interpretation of test data; preparation of written summaries of test results; provision of written consultation on cases referred by DHS; etc.;
 - c. Adjunct services, such as court testimony on relevant cases;
 - d. Other professional psychological services as identified by management in collaboration with employee.
2. About 15% (approximately 6 hours/week/1.0 FTE) of work time is spent in training activities, including individual supervision, group supervision, self-directed study, training seminars, etc.

3. Up to 5% (approximately 1-2 hours/week/1.0 FTE) of work time is spent in mandatory meetings, such as staff meetings.
4. About 20% (approximately 8 hours/week/1.0 FTE) of work time is spent in discretionary/administrative activities, to be used for email/phone communication, miscellaneous activities, collegial consultation, use of Flexible Out-of-Office Time (per polices), documentation of services in the Electronic Medical Record, proofreading/editing one's own clinical documents, reviewing supervisory feedback on written documentation, etc.

Minimum Clinical Service Expectations:

1. A Psychological Services Provider I is required to spend a minimum of 53.75% of his/her/their paid work time providing documentable and reimbursable clinical services. This equates to an average of no fewer than 21.5 hours of clinical services per week worked per 1.0 FTE over the course of a given pay period.
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Qualifications:

Education/training/credentials:

1. Doctoral degree in psychology from a program accredited by the American Psychological Association (APA) or Canadian Psychological Association (CPA).
2. Successful completion of a pre-doctoral internship recognized by the Association of Psychology Postdoctoral and Internship Centers (APPIC); APA-accredited or CPA-accredited internship preferred.
3. Eligibility to work as a Psychologist Resident (a Residency contract approved by OBOP), under the primary and secondary supervision of Licensed Psychologists employed by MindSights. Psychologist Resident contract must be approved by OBOP on or before the employee's start date; **OR** current licensure as a Licensed Psychologist by OBOP.
4. Substantial prior clinical work with children, adolescents, and their families; Additional early-childhood mental health experience preferred.
5. Training in and experience with administration and interpretation of psychological tests and measures, and with the constructive application of psychological data to practical problems.

Communication skills:

1. Ability to interact effectively and professionally with clinical colleagues, non-clinical colleagues, management, clients, and community partners.
2. Excellent written and verbal communication skills.
3. Strong interpersonal problem-solving skills.

Self-management skills:

1. Ability to independently track completion of assigned job duties.
2. Ability to exercise discretion in creating solutions to problem situations.
3. Ability to recognize when situations require supervision/consultation with clinical management and/or psychologist colleagues, and seek such supervision/consultation as needed.

4. Flexibility and judgment when situations require novel solutions.

Technology skills:

1. Knowledge of and ability to adhere to technical aspects of standardized psychological test administration, including traditional and computer-assisted assessment procedures.
 2. Knowledge of safe and efficient usage of office equipment.
 3. Ability to utilize all relevant aspects of practice management and EHR software.
 4. Ability to use electronic communication technologies effectively and within parameters set by office policies.
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