

## Position Description

<b>Job Title:</b>	<b>Psychologist Resident (Postdoctoral)</b>	<b>Date:</b>	07/11/2014
<b>Reports To:</b>	Clinical Operations Management and/or Supervising Licensed Psychologist	<b>Rev.:</b>	06/27/2019
		<b>FLSA:</b>	Exempt

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### Summary:

The Psychologist Resident position provides psychological testing and assessment services to and on behalf of children and adolescents. Demographically, the population served by MindSights' Residents primarily includes children and youth referred through the MindSights Child Welfare Services program. This position is conceptualized as a 12-month appointment, providing training experiences needed to achieve expertise in early-childhood, child, and adolescent psychological assessment, and to qualify for independent licensure as a Licensed Psychologist under Oregon Board of Psychology (OBOP) rules.

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### Compensation/Salary:

Compensation is calculated using a base-pay plus productivity-bonus model. Base/target compensation is \$43,500 per annum (and base/target compensation at this level can scale to as high as \$52,000 per annum depending upon the degree to which levels of actual clinical service provision exceed minimum position expectations).

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### 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 adequate and ongoing progress toward attainment of independent licensure under OBOP rules, requirements, and procedures.
  6. 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 such that a *Psychologist Resident* is expected to spend at least 55% of work time (an average of 22 hours/week/1.0 FTE/pay period) in the provision of documentable and reimbursable clinical services, including hours spent in any/all of the following professional services/activities:
    - a. Face-to-face clinical activities/services (intake interviews, administration of psychological tests, debriefing appointments);
    - b. Non-face-to-face clinical activities/services (test scoring, including interpretation/integration of patient data; preparation of written summaries of assessment results, findings, and conclusions; provision of written consultation on cases referred by DHS; etc.);
    - c. Other reimbursable professional services, such as court testimony on relevant cases;
    - d. A portion of time spent in certain other professional activities (e.g., management of a specific project; provision of training seminars; etc.) may sometimes be counted toward fulfillment of clinical/professional service expectations, when proactively and collaboratively negotiated by management and employee.
  2. Approximately 17.5% of work time (an average of 7 hours/week/1.0 FTE) is spent in training activities, including individual supervision, group supervision, self-directed study, training seminars, etc.
  3. Approximately 2.5% of work time (about 1 hour/week/1.0 FTE) is spent in mandatory meetings, such as staff meetings.
  4. Approximately 25% of work time of work time (an average of about 10 hours/week/1.0 FTE) will be spent in discretionary and/or administrative and/or self-selected clinical activities, to include but not necessarily be limited to:
    - a. E-mail/phone communication;
    - b. Miscellaneous professional activities;
    - c. Collegial consultation;
    - d. Proofreading/editing one's own clinical reports;
    - e. Community partnering/networking;
    - f. Documentation of services in the Electronic Health Record (EHR);
    - g. Voluntary provision of documentable and reimbursable clinical/professional service hours that exceed minimum clinical/professional service expectations (as defined above);
    - h. Use of flexible Out-of-Office Time (per polices).
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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); American Psychological Association (APA)-accredited or Canadian Psychological Association (CPA)-accredited internships are preferred.

3. Eligibility to work as a Psychologist Resident (per a Residency contract approved by OBOP), under the primary supervision of Licensed Psychologists employed by MindSights. The Psychologist Resident contract must be approved by OBOP on or before the employee's start date.
4. Substantial past clinical work with children, adolescents, and their families; prior infant/early-childhood mental health experience preferred (but not required).
5. Substantial 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.
4. Spanish-language fluency preferred (but not required).

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. Working knowledge of Microsoft Word word-processing software.
  5. Ability to use electronic communication technologies effectively and within parameters set by office policies.
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