

## Position Description

**Position Title:** Psychologist II (Licensed Psychologist)      **Date:** 07/11/2014  
**Reports To:** Clinical Operations Management or Designee      **Rev.:** 08/22/2021  
**Compensation:** Starting at \$84,000-\$100,800 per year (higher compensation based on higher levels of clinical services provision)

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### Position Summary:

MindSights is a psychological evaluation clinic committed to providing comprehensive, client-tailored psychological assessment services, combining the best science with compassionate practice. We serve young people affected by developmental/relational trauma, a wide range of psychiatric conditions, unusually precocious intellectual abilities (i.e., giftedness), and various neurodevelopmental disorders (including attention-deficit/hyperactivity disorder, learning disabilities and autism spectrum disorder).

This position requires a firm grounding in the science and practice of psychometric assessment; excellent interpersonal skills; awareness of (and an intense curiosity about) the influences of cultural, linguistic, socioeconomic, LGBTQ+, and racial/ethnic diversity on psychological development/adjustment; and an appreciation of neurodiversity/neurodivergence as an aspect of the broader human experience.

A commitment to continuous expansion of professional knowledge, understanding, expertise and humility is essential. MindSights places high value on collaborative practice, inter-professional communication and professional satisfaction.

The *Psychologist II* position provides psychological testing/assessment services to children, youth, and young adults, and completes other clinical and program duties as assigned. Demographically, the populations currently served at MindSights include privately-referred children and adolescents; infants and toddlers in need of clarification of their developmental and behavioral health needs; college-aged adults; children/youth affected by foster care and youth who have become involved with the juvenile justice system. This is a position in which professionals serve historically underserved and under-resourced populations, and often populations that have experienced multiple forms of societal disenfranchisement, racial trauma, maltreatment/abuse and other Adverse Childhood Experiences (ACEs).

This is a full-time, FLSA exempt position.

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**Compensation/salary and benefits:**

Beginning compensation range of \$84,000-\$100,800 per year, reflecting a combination of base salary plus bonus for higher levels of clinical productivity. The base salary of \$84,000 base salary/1.0 FTE is earned by meeting basic position expectations (described below), with incremental productivity-based bonuses for clinical service hours that exceed basic expectations over the course of a given pay period. Base salary may be increased during annual reviews, based on performance over the preceding year.

A pay differential equivalent to a salary increase of 7.5% is available for professionals with certain highly desirable skills (e.g., bilingual Spanish-English speaking; expertise in work with specific cultures, subcultures or groups; etc.). When such a differential is applied, the beginning compensation range changes to \$90,300-\$108,360.

Position is eligible for full employer-sponsored benefits, including (but not limited to) participation in employer sponsored health plan(s), 401K plus employer match, Paid Time Off (PTO), paid holidays, life insurance, disability insurance, etc.

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**Duties & responsibilities:**

1. Completes all components and processes associated with comprehensive psychological evaluation services for assigned cases.
  - a. Assists referring party with identification of specific needs/questions to be addressed in psychological testing/evaluation.
  - b. Selects professionally-responsible and scientifically-sound assessment procedures relevant for addressing the specific needs/questions to be addressed.
  - c. Establishes collaborative working relationships with clients' parent(s), primary caregiver(s), and/or legal guardian(s), as applicable.
  - 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 comprehensive 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. In collaboration with clinical management and/or with supervising licensed clinical psychologist, assists in providing relevant training experiences to Postdoctoral Psychologist Residents and/or Predoctoral Psychology Intern(s).
  3. Assists in program development, identification of additional populations to be served, and facilitation of community partnerships as relevant or assigned.
  4. 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.
  5. 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 supervising licensed clinical psychologist. Integrates scientific information with practice in a professionally responsible manner.
    - c. Demonstrates understanding of ethical principles, legal considerations, and interprofessional dynamics affecting the practice of clinical psychology.
  6. Adheres to Oregon Board of Psychology's (OBOP's) practice parameters for a Licensed Psychologist in all psychological work, as well as all relevant laws and administrative rules governing the practice of psychology in Oregon.
  7. 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: The position is structured such that the *Psychologist II* is expected to spend their time in the following activities:

1. Approximately 35% of work time (an average of app. 14 hours/week/1.0 FTE) in the provision of face-to-face (in person and/or via telehealth) documentable and reimbursable clinical services, including hours spent in any and all of the following professional services/activities:
  - a. Initial consultations/intake interviews;
  - b. Clinical interviews with and observations of patients/clients;
  - c. Administration of psychological tests;

d. Debriefing sessions to provide interactive feedback and consultation.

**Note:** In combination, the face-to-face service hours described above plus the non-face-to-face service hours outlined in point 2, below, must average to a *minimum* of 28 hours per full work week in any given pay period.

2. Approximately 35% of work time (an average of app. 14 hours/week/1.0 FTE) in the provision/completion of non-face-to-face clinical services associated with psychological evaluations, including:
  - a. Scoring of psychological tests;
  - b. Case conceptualization and integration of patient data;
  - c. Preparation of written reports summarizing evaluation findings; conclusions/implications, and recommendations;
  - d. Adjunct reimbursable professional services, such as court testimony on relevant cases.

**Note:** In combination, the non-face-to-face service hours described above plus the face-to-face service hours outlined in point 1 must average to a *minimum* of 28 hours per full work week over any given pay period.

3. Up to 5% of work time (averaging to about 2.0 hours/week/1.0 FTE) is typically spent in staff meetings, group supervision sessions and/or discretionary in-house trainings/didactics.
4. Approximately 25% of work time (an average of app. 10 hours/week/1.0 FTE) is typically spent in discretionary and/or administrative activities, to include but not necessarily be limited to:
  - a. Email/phone communications;
  - b. Miscellaneous professional activities;
  - c. Consultation/supervision;
  - d. Proofreading/editing one's own clinical reports;
  - e. Community partnering/networking;
  - f. Documentation of services in the Electronic Health Record;
  - g. 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 predoctoral internship recognized by the Association of Psychology Postdoctoral and Internship Centers (APPIC); APA-accredited or CPA-accredited internship preferred.
3. Current licensure as a Psychologist by the Oregon Board of Psychology (OBOP).
4. Substantial prior clinical work with children, adolescents, and their families; 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.

Diversity experience:

1. Applicants must be competent, validating, respectful and knowledgeable regarding work with individuals experiencing diverse backgrounds, trauma histories, societal marginalization, BIPOC identification and LGBTQ+ identification.
2. We are seeking qualified candidates from diverse backgrounds and experience to support the diversity of our community. Applicants who identify as Black, Indigenous and People of Color are strongly encouraged to apply.

Communication skills:

3. Ability to interact effectively and professionally with clinical colleagues, non-clinical colleagues, management, clients, and community partners.
4. Excellent written and verbal communication skills.
5. Strong interpersonal problem-solving skills.
6. Spanish-language fluency preferred (but not required).

Self-management skills:

1. Demonstrated ability to self-direct and self-manage the complex work demands, caseload flow, and timelines associated with professional practice involving full-time psychological assessment activities.
2. Ability to independently track completion of other assigned job duties.
3. Ability to exercise discretion in creating solutions to problem situations.
4. Ability to recognize when situations require supervision/consultation with clinical management and/or psychologist colleagues, and seek such supervision/consultation as needed.
5. 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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