

## Position Description

**Job Title:** Psychologist Resident (Postdoctoral)– Bilingual Spanish/English  
**Reports To:** Clinical Director(s) and/or Supervising Licensed Psychologist(s)  
**FLSA:** Exempt

**Date:** 07/11/2014  
**Rev.:** 09/06/2024

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**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.

This *Psychologist Resident* opportunity is geared toward postdoctoral licensure candidates who are not only bilingual in Spanish and English, but also interested in using their bilingual skills to provide psychological services to Spanish-speaking children and families.

MindSights has worked with (and continues to work with) consultants who are experts in bilingual (Spanish and English) psychological evaluation and monolingual Spanish psychological evaluation, developing and implementing a state-of-the-art training program. A successful applicant will have opportunity to receive ongoing expert training, consultation and clinical supervision in these highly specialized (and very needed) aspects of psychological work. The *Psychologist Resident– Bilingual* provides psychological testing/assessment services to children, youth, and young adults in Spanish and/or English, 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. The 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 and benefits:** Base compensation for completion of all clinical duties/expectations in this Position Description is \$61,000/year/1.0 FTE *plus* an additional 7.5% specialty skill differential (\$4,575) for bilingual skills *plus* additional financial incentives for high clinical productivity *plus* eligibility for agency-wide profit-sharing bonus programs, all of which significantly increase actual annual income.

Employment at 0.75 FTE (or greater) is eligible for full employer-sponsored benefits, including (but not limited to) participation in employer sponsored health plan(s), 401K plus employer match, profit-sharing bonus program, employer-paid child-care subsidy program, Paid Time Off (PTO), paid holidays, life insurance, disability insurance, etc.

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**Duties & responsibilities:** The *Psychologist Resident- Bilingual* is expected to engage in and complete the following services, tasks and/or roles:

1. Completes all components and processes associated with comprehensive psychological evaluation services for assigned cases, whether completed monolingually in English, monolingually in Spanish (under appropriate supervision and only once adequate training has been completed) or bilingually involving both English and Spanish (under appropriate supervision and only once adequate training has been completed).
  - 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.
    - d. Engages in other training opportunities relevant to eventual practice as an independently-licensed psychologist.
  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: The position is structured such that the *Psychologist Resident* is expected to spend their time in the following activities:

1. Approximately 31% of work time (an average of app. 12.5 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, should average to a minimum of 25 hours per full work week in any given pay period.

2. Approximately 31% of work time (an average of app. 12.5 hours/week/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 should average to a minimum of 25 hours per full work week over any given pay period.

3. Approximately 2.5% of work time (averaging to about 1.0 hours/week/1.0 FTE) is typically spent in agency meetings/staff meetings.
4. Between 5%-7.5% of work time (averaging to about 2.0-3.0 hours/week/1.0 FTE) is dedicated to *generalist* postdoctoral training activities, including:
  - a. Weekly individual supervision sessions;
  - b. Weekly group supervision sessions;
  - c. Bi-monthly didactic trainings;
  - d. Self-study activities and research to inform clinical practice;
  - e. Other agency-sponsored clinical trainings (e.g., 20-hour ADOS-2 training).
5. Between 5%-7.5% of work time (averaging to about 2.0-3.0 hours/week/1.0 FTE) is dedicated to *specialist* bilingual/bicultural postdoctoral training activities, including:
  - a. As-needed individual supervision sessions related to monolingual Spanish-language psychological evaluations and in bilingual Spanish-English psychological evaluations;
  - b. Up to once-weekly group supervision sessions related to monolingual Spanish-language psychological evaluations and in bilingual Spanish-English psychological evaluations;
  - c. As-needed case consultation in monolingual Spanish-language psychological evaluations and in bilingual Spanish-English psychological evaluations;
  - d. Didactic trainings required for expert competence in monolingual Spanish-language psychological evaluations and in bilingual Spanish-English psychological evaluations.

6. Approximately 22.5% of work time (an average of app. 9.0 hours/week/1.0 FTE) is typically spent in discretionary and/or administrative activities, to include but not necessarily be limited to:
    - a. Pursuit of additional training/study/specialization in bilingual/bicultural psychological services;
    - b. Email/phone communications;
    - c. Miscellaneous professional activities;
    - 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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**Work Assignment/Location:** The primary work site for this position will be the MindSights Portland location, with possible secondary assignment(s) in our Beaverton and/or West Linn offices. (Based on the employee's preferences and/or agency needs, a primary assignment to the Beaverton location may be considered.)

The position is structured to provide opportunities for a *hybrid remote* work model. At the employee's discretion (and assuming current clinic needs allow), up to 60% of work time may occur remotely, from a location of the employee's choosing, as long as:

- The employee ensures availability of adequate tools/infrastructure needed to complete work duties/responsibilities; and
  - The employee ensures the security of clients'/patients' *Protected Health Information* is scrupulously maintained.
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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 Psychologist(s) 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).

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/or a Person of Color are strongly encouraged to apply.
3. Successful applicants will maintain openness, respect, curiosity and humility regarding all aspects of human diversity, and commit to appreciating the ways in which cultural, subcultural, linguistic, gender-related, sexuality-related, minoritization and other factors influence psychological development and the broader human experience alike.

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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