

Job Description

Job Title: Psychological Services Provider II
Reports To: Clinical Operations Management or Designee
Salary Range: Variable depending upon years of licensure, and calculated from base-pay plus productivity (typically between \$56,000 and \$90,000 per annum)

Date: 07/11/2014
Rev.: 09/24/2018
FLSA: Exempt

Summary:

The Psychological Services Provider II position provides psychological assessment/testing services and completes other clinical and program duties as assigned. Clinically, the populations currently served at MindSights include privately-referred children, adolescents, and college-aged adults, as well as children referred through the MindSights Child Welfare Services programs.

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:

1. The position is structured to allow a Psychological Services Provider II to spend about 70% (approximately 28 hours/week/1.0 FTE) of work time in the provision of documentable and reimbursable clinical services, including any/all of the following:

- 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. Up to 5% (approximately 1-2 hours/week/1.0 FTE) of work time is spent in mandatory meetings, such as staff meetings and group supervision.
 3. About 25% (approximately 10 hours/week/1.0 FTE) of work time can be spent in discretionary/administrative activities, to include email/phone communication, miscellaneous activities, collegial consultation, proofreading/editing one's own clinical documents, elective/optional in-house trainings and seminars, community partnering, documentation of services in the Electronic Medical Record, use of Flexible Out-of-Office Time (per policies), etc.

Minimum Clinical Service Expectations:

1. A Psychological Services Provider II is required to spend a minimum of 62.5% of his/her/their paid work time providing documentable and reimbursable clinical services. This equates to an average of no fewer than 25 units of CPT-defined 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 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 OBOP.
4. Substantial past clinical work with children, adolescents, and their families; Additional early-childhood clinical 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. 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. Ability to use electronic communication technologies effectively and within parameters set by office policies.
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