Position Description

TITLE: Lead Psychologist
REPORTS TO: Program Director

CLASSIFICATION: Exempt
DIVISION: Various
GRADE: 22
JOBCODE: 2A345
DATE: 1.27.16
LOCATION: Various

Summary

Responsible for providing:

- Comprehensive psychological assessment of children and/or adults with a history of mental illness for the purpose of diagnosis and assistance with treatment planning. Minimum of at least 50% of this position’s duties are dedicated to conducting and/or supervising assessments, while the rest will focus on providing direct therapy services and consultation.
- Crisis intervention, intake assessment, and individual, group and family therapy to adults, children and families with a history of mental illness.
- Professional consultation to staff relative to psychological assessment and diagnosis.

Primary Duties

Depending on specific program assignment, may perform any or all of the following:

- Supervise psychology interns, practicum students, and possible staff on psychological testing as well as therapy.
- Assist in APA internship program through prospective intern interviews and application reviews.
- Provide professional consultation to multidisciplinary staff regarding complex differential diagnostic conditions, psychological and/or neuropsychological test results, cognitive and learning delays, and outcome measures.
- Provide training to clinical staff on the administration and interpretation of clinical symptom assessment instruments such as depression and anxiety inventories, rating scales for ADHD symptoms and mental status examinations.
- Achieve proficiency in two or more evidenced based practices, and applies these in therapy with seriously mentally ill clients.
- Interface and collaborate with referring clinicians regarding the referral process and rationale for psychological assessment.
- Consult with staff regarding psychological assessments completed by outside institutions or individuals.
- Administer psychological tests including structured clinical interviews; tests of intelligence, achievement and learning abilities; language and developmental evaluations; personality inventories, projective tests; cognitive screens; and specific tests of cognitive and neuropsychological function including memory and executive functions.
- Focus assessments explicitly on referral questions, utilizing instruments appropriate for the client.
- Administer, scores, and interprets tests and interviews that are current and whose validity and reliability have been established for use with members of the population to which the client belongs (including language competence).
- Identify interpretive strengths and limitations, considering various test factors, test-taking abilities and characteristics of client such as situational, personal, linguistic, and cultural differences that could affect the assessment’s accuracy.
- Prepare written assessment reports at the level of the report consumer, individualized to the unique attributes of the client including his/her strengths; makes concrete, pragmatic recommendations that address treatment planning and the referral question
- Provide feedback on referral questions to the referring clinician and client and/or family, tailored to their level of understanding.
• Make recommendations for the purchase of assessment instruments, keeping up to date on instrument revisions.
• Maintain the security of assessment manuals, instruments, protocols and test questions.
• Document client services, ensuring compliance with Agency policies and procedures, Department of Mental Health contract and other related agencies’ standards and guidelines.
• Participate in officer-of-the-day duty coverage and twenty-four hour on call coverage (if applicable).
• Develop and maintain professional assessment skills through seminars, workshops, or other forms of training/education related to working with adults with a history of mental illness.
• Attend and participate in program, Agency staff meetings; and related community agency meetings as required/requested.

Secondary Duties
Performs related duties as requested.

HIPAA Privacy Standards Compliance
(All items listed below are a condition of continued employment):

The employee in this position will:
• Not use or disclose protected health information about any member or other party in compliance with Didi Hirsch’s policies related to state or federal laws such as Health Insurance Portability and Accountability Act (HIPAA).
• Use appropriate safeguards to protect the confidentiality of such information.
• Report to Didi Hirsch management any use or disclosure of protected health information not permitted by Didi Hirsch policies related to state or federal laws such as HIPAA.
• Participate in Didi Hirsch’s training or briefings on HIPAA information as scheduled.
• Consult with supervisor on any issues or questions about compliance under Didi Hirsch’s policies related to state or federal laws such as HIPAA.

Supervisory Responsibility
The employee in this position may supervise and train unlicensed trainees and psychology trainees in areas of assessment and testing expertise.

Environment/Working Conditions
The employee in this position:
• Strives to be flexible and adapts to change.
• Responds resourcefully to new demands and challenges.
• Works effectively with and without distraction.
• Maintains a constructive and positive outlook.

Physical Activity
In the course of performing this work, the employee in this position:
• Will spend time sitting, standing, walking, reaching, speaking, and listening
• Must regularly lift and/or move up to 10 pounds, and may occasionally lift and/or move up to 25 pounds
• May travel via personal vehicle or public transportation to attend off site meetings or make home visits.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

Equipment Operation
The employee in this position may operate any/all of the following equipment:
• Telephone, /fax
• Computer, printer, and related equipment
• Copy machine
• Audio /visual equipment
• Personal automobile or public transportation

Computer software may include any or all of the following:
• Microsoft Office including Outlook, Word, Excel and PowerPoint.
• Electronic Health Record
Position Requirements

These specifications are general guidelines based upon the minimum, ordinarily considered essential, to satisfactory performance in this position. Individual skills and abilities may result in some deviation from these guidelines.

To perform effectively in this position, the employee in this position is required to have:

- Must be a CA licensed psychologist.
- Must have a strong working knowledge/experience in psychological assessment, including test selection, administration, interpretation and report-writing.
- A working knowledge of psychological assessment in mental health including understanding of diagnostic concepts and assessment correlates of particular psychopathologies including psychiatric syndromes, personality disorders, and cognitive dysfunctions as well as those of malingering.
- Minimum of 2+ years of experience working with children with a history of mental illness in a social service/mental health environment
- Willing to travel between agency sites to provide services, and work in a variety of settings, including outpatient, home-based and field (or school)- based
- Experience as a clinical supervisor preferred
- Must possess knowledge of research and statistics
- Working knowledge of Agency policies and procedures, HIPAA, DMH, Department of Social Services, and other state/federal regulations relating to mental health services.
- Must possess strong verbal and written communication skills
- Personal computer skills including word processing, electronic health record, spreadsheets, and other related software.
- Ability to use analysis, experience, and judgment to make effective decisions.
- Commitment to team objectives and Didi Hirsch philosophies.
- Ability to adapt to changing needs by acquiring new skills and knowledge.
- Current California driver’s license and a driving record acceptable to the Agency’s insurance carrier.
- Some evening work may be required
- Know and comply with Agency policies and procedures, HIPAA, Department of Mental Health, policies and documentation guidelines, and other state/federal regulations relating to service programs for adults with a history of mental illness.

These requirements are typically met by a combination of education and experience that includes licensure as a psychologist, and two or more years experience providing assessment services to individuals with a history of mental illness in a social service/mental health environment.

The employee in this position must be able to perform this job safely, without endangering the health or safety of him/herself or others.

Acknowledgement

I have been given a copy of this position description. The above position description is intended to describe general expectations and I understand that I may be asked to perform duties and responsibilities not listed. This position description may change at any time to meet Agency needs.

Print Name: ___________________________________________  Signature: __________________________  Date: ______________________

cc: Employee
    Employee’s File
    Supervisor