



POST DOCTORAL PSYCHOLOGY RESIDENT

BRIEF JOB SUMMARY:

The postdoctoral program strives to provide exemplary postdoctoral training consistent with a scientist-practitioner model. The training is designed to be developmental and contextual in nature, and is centered on the individual needs and goals of each postdoctoral fellow. While our expertise is in developing professional psychologists for leadership roles that combine clinical service and education, our ultimate commitment is to helping our fellows define, articulate, and progress towards their own chosen career path within the parameters of behavioral psychology. Consistent with our individual focus, our program offers training in specific areas of emphasis. The staff associated with the training program, as well as the administration of the relevant departments and programs, highly value postdoctoral education and training, as it is consistent with Keystone's emphasis on training leaders who demonstrate outstanding ability in service, scholarship, and education/training.

PRINCIPAL RESPONSIBILITIES AND DUTIES:

Under the Director of a Clinical Supervisor, a postdoctoral resident:

1. Conducts initial/new patient intakes with clients and their parents.
2. Conducts psychological assessments, develops comprehensive reports, and provides feedback to caregivers.
3. Scores psychological measures (both for personal clients as well as other staff members when necessary) as needed.
4. Implements comprehensive therapy for children and their families with a variety of mental health needs, including anxiety, depression, ADHD, and disruptive behaviors; trains parents to implement strategies in the home to more effectively manage behavior and symptoms
5. Implements one-on-one verbal behavioral, discrete trial, and applied behavioral intervention programs to individuals with language deficits and/or behavioral problems in a variety of settings.
6. Conducts analog observations, functional assessments, and/or functional analyses to assist in the determination of the function of client behavior when appropriate.
7. Collects ongoing data on client progress.
8. Conducts classroom observations, provides consultation to school officials, and attends multidisciplinary school team meetings, as needed.
9. Assists in the development of curriculum for and co-leads/leads weekly social skills group therapy programs.
10. Creates treatment plans and completes client progress notes in a timely manner.
11. Develops and presents didactics for staff/parents in addition to public audiences.
12. Completes accurate and thorough implementation of crisis and behavioral management techniques. Keystone Behavioral Pediatrics will provide necessary training.
13. As deemed appropriate, engages clients in behavioral training, individual therapy, and family therapy using empirically-based methods.

14. Abides by the Ethical Guidelines of the American Psychological Association.
15. Abides by the Standard Operating Procedures Manuals for all relevant departments.
16. Although specific time allotments may vary, the resident's weekly time commitments should fall into the following domains:
 - 25%: clinical/therapeutic (ABA, individual therapy, family therapy, etc.) service delivery (~8-10 hrs/wk)
 - 5%: group therapy/social skills sessions (~1-2 hrs/wk)
 - 25%: psychological testing (face to face contact) (~8-10 hrs/wk)
 - 12%: supervision/meetings (~4-6 hrs/wk)
 - 33%: other activities (e.g., progress notes, scoring and writing psychological assessments, email and phone calls, case preparation, etc; ~15-20hrs/wk).
 - Overall 22 billables a week

Deadlines

- Billing must be submitted weekly, by Sunday evening at 5:00 PM.
- Progress notes must be completed within 24 hours of the date of service.
- Treatment plans must be completed within 30 days after the third session.
- Psychological evaluations should be completed within three weeks of the final testing session, although circumstances may arise in which an earlier or later due date is deemed appropriate. Upon report completion, interns will submit the report to their supervisor for review and approval, as well as to schedule feedback on the testing results with the parents by the fourth week after testing was completed.

Supervision

- All resident concerns and questions should be directed towards the Clinical Supervisor and the immediate supervisor of all postdoctoral psychology residents.
- Supervision requirements may be met during the following opportunities:
 - Mental Health Department meetings
 - Wednesday Case Conference meetings
 - Thursday Case Manager meetings
 - Individual supervision as scheduled weekly with licensed psychologists.
- Each resident receives a minimum of two hours of supervision which includes individual and group supervision each week. Additional supervision may be provided as required by the intern's graduate program and as outlined at the onset of the internship.
- A Clinical Supervisor will be assigned as the primary supervisor, although supervision may also be provided by other staff at Keystone Behavioral Pediatrics.
- Supervision methods include discussion, clinical observations, videotaping/audio taping sessions, co-leading groups, and more.
- Supervisors will observe the resident as needed throughout the year to provide feedback.
- During individual supervision meetings, interns should bring with them an updated list of clients so that status updates on cases can be provided regularly.
- Residents are expected to be knowledgeable of the licensure requirements of the state in which they intend on seeking licensure to ensure that the postdoctoral residency meets the hourly requirements for both client care and supervision.
- The postdoctoral resident is required to track his or her supervision hours to ensure that minimum requirements are met.

- Responsibility for maintaining contact with the supervisor resides with both the supervisor and the resident.

PHYSICAL REQUIREMENTS:

- Must be able to assume a variety of postures (kneeling, squatting, crouching, sitting, standing) in the course of working with children with developmental disabilities and severe behavior problems.
- Must be able to lift and carry clients in braces and other adaptive equipment.
- Must be able to restrain/hold/transport clients in the course of behavior management.
- Must be able to receive detailed information through oral communication.
- Must have visual acuity to determine the accuracy, neatness and thoroughness of the work assigned.
- Must be able to sit at a computer terminal for extended periods of time.
- Must be able to travel to and from different locations and sites in the greater Jacksonville area.
- Must have manual dexterity sufficient to perform various keyboard functions.
- Must be physically present at the assigned job site.

REPORTING RELATIONSHIP:

- SUPERVISED BY: Director of Mental Health, Director of Administration
- PERSONNEL SUPERVISED: None

QUALIFICATIONS:

- Individual must demonstrate competency across all age groups due to the diversity of the children and families served by Keystone.
- Clinical care focus is on the neonate, pediatric, and adolescent populations, as well as some adults with disabilities.
- Assessment and training background with autism and other developmental disabilities
- Experience treating neurotypical clients with mental health and behavioral challenges.
- Training in and experience administering the ADOS (Autism Diagnostic Observation Schedule) is preferred.
- Experience providing behavioral services to children with developmental disabilities is preferred.

EDUCATION:

- Ph.D. or Psy.D. in Clinical or School Psychology from an APA accredited program
- Completion of an internship prior to the residency start date.

RELATED TRAINING:

- Maintain up-to-date training/certification status in CPR, Professional Crisis Management and other company-provided in-service topics.
- Must have and maintain a basic knowledge of computer systems and applicable software.

KNOWLEDGE/SKILLS/ABILITIES:

- Must be able to accept constructive feedback.
- Must be able to organize and manage time and manage multiple tasks.
- Must possess excellent verbal and written communication skills.
- Ability to develop and maintain effective communications and working relationships with other employees, clients, and their families as well as the general public, across all age groups, including but not limited to neonate, pediatric, adolescent, and adult populations.
- Ability to demonstrate professional behavior by adhering to organizational policies and procedures, and assuming authority appropriately.
- Must maintain adequate personal grooming consistent with professional appearance.
- Must pursue education or training necessary to perform at the level of competence required to incorporate the hardware, software, technologies, and ideas relevant to specific job responsibilities.
- Knowledge of normal/abnormal growth and development throughout the age continuum.
- Ability to provide, assess, interpret, and communicate age-specific data (in response to treatment protocols).

I have read and understand the contents of this Job Description:

Employee Signature: _____

Date Signed: _____