



PREDOCTORAL INTERN

BRIEF JOB SUMMARY:

The predoctoral internship program strives to provide exemplary predoctoral 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 predoctoral intern. While our expertise is in developing professional psychologists for leadership roles that combine clinical service and education, our ultimate commitment is to helping our interns define, articulate, and progress towards their own chosen career path within the parameters of clinical 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 predoctoral 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 predoctoral intern:

1. Conducts psychological assessments, develops comprehensive reports, and provides feedback to caregivers.
2. Scores psychological measures (both for personal clients as well as other staff members when necessary) as needed.
3. Engages clients in behavioral training, individual therapy, family therapy, and group therapy using empirically-based methods.
4. Implements one-on-one verbal behavioral, discrete trial, and applied behavioral intervention programs to individuals with developmental delays and/or behavioral problems in a variety of settings.
5. Conducts analog observations, functional assessments, and/or functional analyses to assist in the determination of the function of client behavior when appropriate.
6. Collects ongoing data on client progress.
7. Conducts classroom observations, provides consultation to school officials, and attends multidisciplinary school team meetings, as needed.
8. Assists in the development of curriculum for and co-leads/leads weekly social skills group therapy programs.
9. Conducts intake assists that include written summaries of behavioral observations that are sent to the intake clinician with 48 hours of the intake appointment.
10. Obtains Registered Behavior Technician (RBT) certification. 40 hours of video should be viewed *prior* to start date. Final assessment and credential should be obtained as soon as possible after employment begins. The intern maintains credential throughout employment.
11. Creates treatment plans and completes client progress notes in a timely manner.
12. Develops and presents didactics for staff/parents in addition to public audiences.
13. Completes accurate and thorough implementation of crisis and behavioral management techniques. Keystone Behavioral Pediatrics will provide necessary training.

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 intern'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 and report writing) (~8-10 hrs/wk)
 - 12%: supervision/meetings (~4-6 hrs/wk)
 - 33%: other activities (e.g., progress notes, scoring 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 7 days 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 intern concerns and questions should be directed towards the intern's direct Clinical Supervisor
- 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 intern 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-treatment of sessions, and more.
- Supervisors will observe the intern 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.
- Interns are expected to be knowledgeable of the licensure requirements of the state in which they intend on seeking licensure to ensure that the internship meets the hourly requirements for both client care and supervision.
- The intern 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 intern.

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: Licensed Psychologist
- 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.
- Assessment and training background with autism and other developmental disabilities as well as with neurotypical clients
- Experience treating neurotypical clients with behavioral challenges and mental health needs.
- Training in and experience administering the ADOS (Autism Diagnostic Observation Schedule) is preferred.
- Experience providing behavioral services to children with developmental disabilities is preferred.
- Candidates who have completed their dissertation defense or proposal are preferred. Dedicated time for working on the dissertation is not provided as part of the internship.

EDUCATION:

- Enrollment in a Ph.D. or Psy.D. program in Clinical or School Psychology from an APA accredited program
- Completion of all practicum and classwork prior to the internship start date.

RELATED TRAINING:

- Maintain up-to-date training/certification status in CPR, CPI, 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: _____