

## Job Description : Psychologist Steps Center for Mental Health

In accordance with the needs of the ages of the population served by Steps Center for Mental Health, the Psychologist will maintain a clinical case load including individual and family psychotherapy; diagnostic assessments; parental training; counselling in child development and behaviour management. Administer and score psychological tests. Assist parents or caregivers in advocating for their children's needs in the community. Primary clinical responsibilities will be for individuals aged 5 years through young adulthood.

Critical features of this position are described under the headings below, but are subject to change at the discretion of Steps and its management. This job description reflects the designation of essential job functions but does not provide an all-inclusive list of all duties that may be assigned.

### **Principal Responsibilities and Duties**

- Conducts evaluations including diagnostic assessments, and psychological testing. Selects appropriate measures, scores and interpret results in formulation for treatment planning and recommendations.
- Functions as a therapist within the outpatient program, providing high quality competent care individual, family and group therapy formats. This may include behavioural therapy, cognitive- behavioural therapy, social skills training, psychoeducation and crisis intervention and other treatment modalities as appropriate to the needs of the patient.
- Develops and implements individualized treatment plans in collaboration with families, members of the patients treatment team and maintains communication with community professionals involved in the patient's plan of care.
- Is responsible for achieving billing standards by scheduling a sufficient number of patients weekly and will contribute toward the overall therapist group
- Assists in coordinating needed services and referrals for patients and families,
- Maintains up to date progress notes, contact notes, treatment plans, diagnostic reports and termination reports. Submits such documents in a timely manner in accordance with SCFMH guidelines.
- Participates in meetings with supervisor, clinical training and other activities to enhance and increase skills.
- Completes administrative paperwork required/ requested by SCFMH.
- Attends and participates in program meetings, case conferences, team meetings and any others related to direct patient care or SCFMH discipline/ program operations.

*The individual will demonstrate the ability to appropriately aid the needs of children and adolescents with or without a developmental disability and their families. The individual will be able to address the needs of certain specific adults with disabilities on a case by case basis.*

## Physical Requirements

- Must be able to perceive the nature of sounds at normal speaking levels with or without correction.
- Must be able to receive detailed information through oral communication and to make discriminations in sound.
- Must have visual acuity to determine the accuracy, neatness and thoroughness of 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 to the physical office location.
- Must have manual dexterity sufficient to perform various keyboard functions.
- Must be physically present at the assigned job site.

## Qualifications

- MA, MPhil or PhD in Psychology from an accredited institute in India or overseas.

## Experience

- Minimum of 1 year experience in working with a population of children or adults.

## Knowledge, Skills and Abilities

- 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).
- Must be able to accept constructive feedback.
- Must be able to organise and manage time and manage multiple tasks.
- Must possess excellent verbal and written communication skills.
- Ability to develop and maintain effective communications and work relationships, with other employees, patients and their families as well as the general public across all age groups, including but not limited to neonate, paediatric, adolescent and adult populations.
- Ability to demonstrate professional behaviour by adhering to departmental and 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.
- Must be able to adhere to the principles and mission of Steps Service Excellence initiatives.