



Job Description

Department:	Department of Mental Health	Location:	All Locations
Job Title:	Post Doctoral Psychologist	Reports to:	Psychologist Supervisor
Exempt/Non-Exempt:	Exempt	Revision Date:	10/2024
Position Type:	Full-Time (40 hrs/week)	JD Approved by:	Maria Williams
Pay Range	\$73,000 - \$75,000	Apply at:	Tiffany.o@ecda.org

Job Description

Position Summary

Seeking a clinically sound, creative, flexible, motivated, and team-oriented Post Doctoral Psychologist to provide therapeutic services to clients. Bi-lingual (Spanish/English) a plus. The position requires providing individual, family and group therapy and other clinical services within the office, virtual and in field settings. Conducts psychological testing/assessments. Must have excellent client rapport, time management, computer, written and oral communication, and documentation/record keeping skills. Must be able to handle a large workload, work cohesively with other team members, adhere to deadlines and quality assurance reviews, and to follow the procedures and protocols of the Agency and the Department of Mental Health (DMH). Attendance at Agency meetings and supervision are required.

Role and Responsibilities

- Must be able to conduct therapy sessions in the field (client’s school, home, etc.) and in an office setting.
- Provides comprehensive and sound therapeutic client services virtually, in the field or in the office with clients and families.
- Conducts comprehensive psycho-educational-diagnostic assessment and provides clinical feedback to multidisciplinary teams.
- Maintains a full caseload, has previous mental health treatment experience, and maintains Agency productivity standards.
- Provides some support to the Psychology Training Program through peer supervision, assisting Psychologist Supervisor with training program development as needed.
- Manages time, and cases effectively, completes paperwork, outcome measures, and other administrative tasks within deadlines and/or Supervisor’s directives
- Adheres to agency deadlines, protocols, procedures, and guidelines.
- Attends supervision, meetings, and events and is able to present within the agency or in the community.
- Candidates must be culturally competent and sensitive.
- This position requires learning and complying with Agency & DMH policies, procedures and ethical standards, HIPAA laws and guidelines, and the Professional Code of Ethics of the BBSE of the State of California.
- Must be able to collaborate with Agency staff, other organizations, or contacts

Qualifications and Education Requirements

- Doctoral degree (Psy.D or Ph.D) from an APA Accredited graduate program.
- Must be eligible to obtain DMH waiver approval and become a Registered Psychological Associate with the Board of Psychology
- Bilingual (English/Spanish) with excellent oral and written communication skills a plus.
- One year or more of mental health experience, working with child and family clients preferred.
- One year or more of experience with the Department of Mental Health’s (DMH) paperwork and standards is preferred.



Job Description

- Must have great organizational skills, be detail oriented and a self-starter with the ability to multitask.
- The ideal candidate should be personable and have experience in the social services field with familiarity in the mental health field.
- Candidate needs to be motivated and able to communicate effectively, and efficiently, both verbally and in written format.
- Must clear HIPAA certification, Department of Justice, and TB clearance.
- Must have a reliable vehicle/access to transportation, valid California driver’s license, and be responsible for all liability on vehicle.
- Must be able to manage the Agency’s electronic recordkeeping system.

Preferred Skills

- Psychological Assessment administration knowledge preferred but not required

Comment

Candidates must be able to work effectively with their team and Manager, demonstrate adaptability, and can accomplish program goals and objectives. Candidates should demonstrate empathy, courtesy, interest, and a willingness to adhere to safety rules, as well as computer, email, Internet, and dress code policies. Must have valid California driver’s license and use of personal vehicle that has liability car insurance. Candidates will receive their required BBS supervisory ratio for client services provided.

The benefits of joining the ECDA team include health insurance, vision, dental, long-term disability, AD&D, life insurance, vacation, sick leave, paid holidays, jury duty, bereavement, and 401K matching.

All employees must demonstrate an understanding, patient, and receptive attitude toward individuals of varied age groups, behaviors, and varied disabilities. Employees must have the ability to maintain composure under stressful conditions. Staff must be able and willing to work with clients who have special needs and/or aggressive behaviors (i.e., biting, kicking, hitting, emotional outburst, etc.). Staff must have behavior management strategies and techniques relating to clients experiencing behavioral difficulties, positive behavioral interventions and applied behavioral analysis.

El Centro de Amistad provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, El Centro de Amistad complies with applicable state and local laws governing nondiscrimination in employment at every company location. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

Acknowledgment

- By signing below, I acknowledge that I have read and understand the position description for this position, including the working conditions listed below. I feel I am qualified to perform the position duties as described, including the physical and mental requirements as outlined.
- By signing below, I feel I am qualified to perform the position duties as described with the following reasonable accommodations:

Employee Name:		Date:	
Employee Signature:			



Job Description

Physical Demands:			
	FREQUENTLY	OCCASIONALLY	SELDOM
Sitting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Standing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walking	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bending	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climbing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Lifting 50 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Carrying	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Squatting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Kneeling	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Pushing/Pulling	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Seeing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hearing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Speaking	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Flexibility	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Driving	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fine Finger Movement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Environmental Demands:			
Outside:	Ability to spend 20% of work time outside		
Inside:	Ability to spend 80% of work time indoors		
Noise:	Ability to withstand moderate to high noise levels, including voice levels 90% of time		
Heat:	NA		
Cold:	NA		
Electric Equipment:	Ability to operate office equipment, computer, copier, and cellphones		
Work with Others:	100% of time spent working and interacting with team and other departments		
Reading	Ability to read at a college level		
Writing	Ability to write at a college level		

Disclaimer: The above statements are intended to describe the general nature and level of work being performed by staff members assigned to this job. It is not designed to be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of the staff member assigned to this job.

To apply or any questions, please email Dr. Tiffany Ortiz at tiffany.o@ecda.org