



Job Description

Department:	Department of Mental Health	Location:	All locations
Job Title:	Post Doctoral Psychologist	Reports to:	Tiffany Ortiz, PsyD
Exempt/Non-Exempt:	Exempt	Revision Date:	5/2026
Position Type:	Full time (40 hrs/week)	JD Approved by:	Maria Williams
Pay Range	\$75,000-\$80,000	Apply at:	Tiffany.o@ecda.org
Hybrid	2 days per week hybrid	Office Based	3 days per week in office

****Schedule is subject to change at the needs of the department.**

Job Description

Position Summary

The Post Doctoral Psychologist is under the supervision of a licensed psychologist and follows CA board of Psychology regulations. The Post Doctoral Psychologist provides comprehensive clinical and psychological assessment services to children, adolescents, and families within a community mental health setting. This role serves primarily low-income, underserved, and culturally diverse populations, often presenting with moderate to severe mental health needs, including trauma, behavioral challenges, and co-occurring conditions.

The position includes a combination of psychotherapy and psychological assessment responsibilities, requiring strong diagnostic skills, clinical judgment, and the ability to work effectively in fast-paced, field-based environments. Services are delivered across settings including office, school, home, and telehealth.

The ideal candidate is clinically strong, adaptable, culturally responsive, and able to manage a high-volume caseload while meeting Department of Mental Health (DMH) productivity and documentation standards.

Certain positions may require working late hours or weekends.

Role and Responsibilities

- Provide individual, family, and group psychotherapy to children, adolescents, and families in office, field (home/school), and virtual settings.
- Conduct comprehensive psychological assessments, including cognitive, academic, socio-emotional, and diagnostic evaluations; integrate findings into clear, timely written reports.
- Deliver assessment feedback to clients, families, and multidisciplinary teams, and use results to inform treatment planning and clinical decision-making.
- Maintain a full caseload in alignment with DMH productivity standards, including meeting billable service expectations and completing documentation within required timelines.
- Provide services to clients presenting with moderate to severe mental health needs, including trauma, behavioral dysregulation, and complex family systems.
- Collaborate with multidisciplinary teams, including schools, social services, and other community providers.
- Deliver services in community-based settings, including client homes and schools, with flexibility and responsiveness to client needs.
- Demonstrate culturally responsive and trauma-informed care, particularly when working with low-income, immigrant, and Spanish-speaking populations.
- Participate in clinical supervision, case consultation, and agency meetings; incorporate feedback to support professional development.
- Adhere to all Agency, DMH, HIPAA, and the Professional Code of Ethics of the BBSE of the State of California including documentation, quality assurance, and compliance standards.
- Support the Psychology Training Program as appropriate, including peer consultation and assisting with training activities.

Qualifications and Education Requirements

- Doctoral degree (Psy.D or Ph.D) from an APA Accredited graduate program.



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- 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.
- 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.
- This position may require evening and occasional weekend hours to meet client needs and business demands.

Preferred Skills

- Experience administering, scoring, and interpreting standardized psychological assessments (e.g., WISC-V, WAIS-IV, WIAT-4, BASC-3, Conners, ADOS-2).
- Strong psychological report writing and diagnostic formulation skills.
- Experience providing assessment feedback to families and multidisciplinary teams.
- Experience working in community mental health or DMH-contracted settings, including familiarity with Medi-Cal documentation and productivity standards.
- Experience working with low-income, underserved, and culturally diverse populations; bilingual (Spanish/English) strongly preferred.
- Experience treating moderate to severe mental health conditions, including trauma and behavioral challenges.
- Experience with crisis assessment, risk management, and mandated reporting.
- Experience collaborating with schools, child welfare (DCFS), and other community systems.
- Experience providing services in field-based settings (home, school, community).
- Strong organizational and time management skills in high-volume clinical environments.

Comment

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

The benefits of joining the ECDA team include (If eligible) 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 disabilities. Employees must be able 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 outbursts, etc.). Staff must have behavior management strategies and techniques for clients experiencing behavioral difficulties, positive behavioral interventions, and applied behavior analysis.



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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 duties of the position as described, including the physical and mental requirements outlined.
- By signing below, I feel I am qualified to perform the position duties as described with the following reasonable accommodation:

Employee Name:		Date:	
Employee Signature:			
Supervisor Name:		Date:	
Supervisor Signature:			



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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 type="checkbox"/>	<input checked="" 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 Tiffany Ortiz, PsyD at tiffany.o@ecda.org