

THE GUIDANCE CENTER, INC.
500 Limit Street
Leavenworth, KS 66048

POSITION DESCRIPTION

Position Title	Pre-Doctoral Psychology Intern
Position Summary	This position is responsible for providing outpatient clinical services to clients served by The Guidance Center
Reports To	Director of Training/Outpatient Clinical Supervisor
Supervises	N/A
Indirectly Supervises	N/A
Classification	Exempt
Scope	Full Time
Work Hours	Minimum 40 hours/week, including some evening hours during the week
Travel	Occasional (1-33% of time)
Effective Date of PD	July 1, 2008

I. PRIMARY RESPONSIBILITIES:

1. Provide intake assessments and initial treatment planning
2. Provide psychotherapy (individual, family and group) and on-going treatment planning
3. Provide psychological testing, interpretation and report-writing as needed and within the scope of licensure and training.
4. Provide appointment hours after 5 pm as needed and negotiated with Director of Training
5. Work additional hours when needed to complete required work.
6. Provide daytime crisis services when needed
7. Insure that all clinical services provided are in compliance with clinical guidelines of The Guidance Center and regulatory bodies
8. Understand direct service requirements and efficiency goals established by TGC for the position, and achieve same
9. Provide documentation (clinical notes, reports, and other professional products) which complies with TGC's Quality Improvement standards and the requirements of all funding sources.
10. Be able to organize work in order to meet direct service expectations and Center requirements
11. Adapt to changing work priorities and a fast-paced environment while maintaining professionalism
12. Provide educational presentations to internal staff and external customers of TGC.
13. Meet supervision requirements and expectations as determined with immediate supervisor
14. Maintain effective and cooperative working relationship with TGC staff as well as external customers and referral sources
15. Participate in weekly training activities including training team and individual supervision
16. Complete requirements for at least 2 specialized rotations, as negotiated with the Director of Training
17. Participate in training as directed by the immediate supervisor or TGC management staff.
18. Meet HIPAA standards for confidentiality of medical records
19. Comply with TGC's Corporate Compliance Policy and all laws, rules, regulations and standards of conduct relating to the Corporate Compliance Policy. The employee understands that he/she has a duty and obligation to report any suspected violations of the Corporate Compliance Policy to the Corporate Compliance Officer or the Executive Director.
20. Abide by the Personnel Policies and Practices of TGC, including ethical standards, as adopted by the Governing Board, and to represent the Center positively to the community.
21. Perform other related duties as assigned by the immediate supervisor or TGC management staff.

II. PERFORMANCE STANDARDS:

2/3/2009

As outlined in scorecard attached to this position description

III. QUALIFICATIONS:

EDUCATION AND LICENSURE:

Master’s degree in Clinical or Counseling Psychology, ongoing enrollment in a Clinical or Counseling Psychology Doctoral Program, qualification for internship certified by doctoral program, adherence to APPIC and APA standards for internship preparation and application, and licensure by the Kansas Behavioral Sciences Regulatory Board as a LMLP or LMLP-T by the first day of employment.

EXPERIENCE:

Required: completion of internship readiness requirements for doctoral program; good standing with doctoral program.
Preferred: experience with community-based mental health care and associated evidence-based practices.

SKILLS AND ABILITIES:

1. Individual must successfully complete background checks including information contained within the records of Kansas Bureau of Investigation, Child Abuse Registry, Adult Abuse Registry, and National Practitioner Data Bank.
2. Confirmation of employee history and satisfactory job performance from at least two (2) professional references.
3. Demonstrated excellent organizational skills
4. Computer proficiency, including demonstrated ability to use word processing programs, and ability to learn use of electronic medical record
5. Demonstrated excellent oral and written communication skills
6. Access to reliable transportation in order to provide After-Hours services
7. Individual must hold certification as a CADC, or be willing to obtain that certification, if being hired into an alcohol/drug treatment position.
8. Demonstrated training in diagnosis and delivery of psychotherapy services, psychopathology, diagnostic criteria, theory-based therapeutic interventions
9. Meet Center expectations for training and supervised experience in administering psychological testing.
10. Comply with the Center’s Drug Free Workplace policies

Functional Requirements

Never = 0%, Occasionally = 1% - 33%, Frequently = 34% - 66%, Constantly = 67% - 100%

<i>Functional Requirement</i>	<i>Never</i>	<i>Occasionally</i>	<i>Frequently</i>	<i>Constantly</i>
Bending/Stooping		x		
Twisting/Turning		x		
Squatting/Crouching		x		
Kneeling		x		
Crawling		x		
Sitting			x	

Standing			x	
Walking			x	
Balancing		x		
Hearing				x
Seeing				x
Speaking				x
Pushing/pulling (specify maximum pounds)		25 LBS		
Lifting (specify maximum pounds) <ul style="list-style-type: none"> • Floor to waist • Waist to shoulder • Above shoulder 		25 LBS 25 LBS 15 LBS		
Carrying (specify maximum pounds)		25 LBS		
Reaching <ul style="list-style-type: none"> • To floor • Waist to shoulder • Above shoulder 		x x x		
Climbing	X			
Fine hand manipulation			x	
Travel (may involve driving)		x		
Environmental exposure (cold, noise, etc.)		x		
Problem Solving				x
Cognitive Reasoning				x
Memorization			x	
Reading				x
Math		x		
Supervising	x			
Staff development (e.g., training, coaching, etc.)	x			
Interpersonal skills				x
Writing				x
Telephone Skills			x	

Position description was discussed on	Date
Revisions were made?	<input type="checkbox"/> Yes <input type="checkbox"/> No

I have read, fully understand, and agree to fulfill this job position.	
Position Holder:	
Title	
Signature	
Date	
Supervisor:	
Title	
Signature	
Date	