

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

POSITION DESCRIPTION

Position Title	Doctoral Psychology Intern
Position Summary	This position is responsible for providing outpatient clinical services to clients served by The Guidance Center
Reports To	Training Director/Outpatient Clinical Supervisor
Supervises	Interns will supervise practicum students (under supervision of the Training Director)
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, 20__

I. PRIMARY RESPONSIBILITIES:

1. Provide psychotherapy (individual, family and group) and on-going treatment planning
2. Provide group supervision as negotiated in Training Plan, and as determined by rotations.
3. Provide weekly clinical supervision to one psychology practicum student, under the supervision of the Training Director.
4. Complete all expectations and requirements outlined in each clinical rotation, as negotiated with Training Director.
5. Provide intake assessments and initial treatment planning, as needed and as determined by rotations.
6. Provide psychological testing, interpretation and report-writing as needed and within the scope of licensure and training.
7. Provide appointment hours after 5 pm as needed and negotiated with Director of Training
8. Work additional hours when needed to complete required work.
9. Provide daytime crisis services when needed, and as determined by rotations.
10. Insure that all clinical services provided are in compliance with clinical guidelines of The Guidance Center and regulatory bodies
11. Provide documentation (clinical notes, reports, and other professional products) which complies with TGC's Quality Improvement standards and the requirements of all funding sources.
12. Be able to organize work in order to meet direct service expectations and Center requirements
13. Adapt to changing work priorities and a fast-paced environment while maintaining professionalism
14. Provide educational presentations to internal staff and external customers of TGC, as determined by the Training Director.
15. Meet supervision requirements and expectations as determined with immediate supervisor

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16. Maintain effective and cooperative working relationship with TGC staff as well as external customers and referral sources
17. Participate in weekly training activities including group supervision, assessment supervision, and individual supervision.
18. Participate in monthly didactic training activities, as required by the Training Director.
19. Participate in training as directed by the immediate supervisor or TGC management staff.
20. Meet HIPAA standards for confidentiality of medical records
21. 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.
22. 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.
23. Perform other related duties as assigned by the Training Director.
24. Regular and reliable attendance is required.

II. PERFORMANCE STANDARDS:

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
11. Ability to provide and demonstrate culturally responsive services to clients from similar or diverse cultures

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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) <input type="checkbox"/> Floor to waist <input type="checkbox"/> Waist to shoulder <input type="checkbox"/> Above shoulder		25 LBS 25 LBS 15 LBS		
Carrying (specify maximum pounds)		25 LBS		
Reaching <input type="checkbox"/> To floor <input type="checkbox"/> Waist to shoulder <input type="checkbox"/> 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	