

JOB DESCRIPTION PSYCHOLOGY ASSISTANT

- I. **STATEMENT:** The Clinical Services Department provides a resource potential for accurate assessment, diagnosis and treatment plan for children in need of psychological services.
- II. **QUALIFICATIONS :** Must have a Master of Arts degree in Clinical or Forensic Psychology, to work directly under the supervision of a licensed clinical psychologist.
- III. **RESPONSIBILITIES :**
 - A. Assist in psychological evaluations
 1. Administer psychological tests.
 2. Interview families and children.
 3. Review testing, interviews and staff consultation with Clinical Supervisor.
 4. Prepare final reports.
 5. Distribute final report to all necessary individuals (i.e. Judge/Magistrates, Probation Officer, Child's attorney and any agency for which there is a signed release.)
 6. Review findings with Probation Officer and any other needed personnel.
 7. Testify in court, if needed, on any case for which a report has been completed.
 8. Bind over/Amenability Hearings
 - a. Become familiar with bind over/amenability procedures, standards, report writing obligations and testifying.
 1. Check with Judge regarding his/her own specific requirements for the amenability reports.
 9. Competency evaluations to be completed when ordered.
 - a. Be familiar with competency requirements, as indicated by juvenile law and the Judge's specific requirements.
 - B. Diagnosis of adolescents in detention to include:
 1. Interviews of adolescents in detention, as needed

2. Screening of suicidal residents
 - a. Ranking of suicidal (high, medium, low.)
 - b. Keep a running log of suicidal residents in the computer for staff to access.
 3. Testing as necessary
 - a. To include Suicide Probability Scale
 4. Consultation with Detention Staff/Supervisors
 - a. Work directly with Detention Supervisor regarding any out-of-control youth.
 - b. Have specific consultation with detention supervisors following all major incidents.
 1. Include probation officer (if applicable) in such consultations.
 5. Interview all youth held pending a staffing.
- C. Short-term psychotherapy
1. Conflict resolution in acting out residents including management plan written into log and daily follow up with these residents
 2. Crisis intervention counseling
 3. Determine if suicidal youth needs to be sent to the ER for evaluation for hospitalization following a suicidal threat or gesture while detained.
 4. Work with detention supervisors to assist staff in dealing with out-of-control youth.
- D. Consultation services/other duties
1. Court staff: consultation on request for difficult cases
 2. Education Services: consultation on request
 3. Staffing team: To meet weekly and provide background information (if the youth has been interviewed) and to help review the cases.
 4. Referral to outside agencies as required/needed (including those youth in need of immediate hospitalization and those in need of psychiatric care/medication follow-up.)

5. On call for consultation for the detention staff regarding any out-of-control suicidal youth.

E. Grant Responsibilities

1. Keep statistics on the number of psychological evaluations and clinical interviews performed each quarter.

- a Follow current grant requirements regarding what information must be kept:

- 1) Youth's name
- 2) Case number
- 3) Total number completed
- 4) Male vs. Females
- 5) Minority vs. Non-Minority
- 6) Recommendations
- 7) Other information as required by grant

2. Prepare grant statistics in the computer log.

F. Any other duties as required by the Judge or Administrators.

G. Continuing Education/Training

1. To attend continuing education and training as needed
2. Help provide training of Suicide Information to Detention Staff, as needed.

IV. WORK SCHEDULE

A. Hours

1. Must work on Saturdays to complete the psychological evaluations. All evaluations are scheduled through the Court.
2. Work week: Tuesday – Friday 8:00am to 5:00pm (one hour break for lunch); Saturday 8:00am to 12:00pm (no break)