

## **JOB DESCRIPTION**

**JOB TITLE:** Assessment Clinical Supervisor (Bilingual, Spanish)

**REPORTING RESPONSIBILITY:** Director of Training

**STATUS:** Exempt, Part-Time, 0.80FTE

### **PRIMARY RESPONSIBILITY:**

The Assessment Clinical Supervisor is responsible for supervision and/or consultation, and training of pre-doctoral interns, post-doctoral fellows, and licensed program staff in the Assessment Program of WestCoast Children's Clinic. The position also requires committee participation in Assessment Program staff meetings and projects.

### **ESSENTIAL JOB DUTIES:**

- Provides clinical supervision/consultation of assessments for pre-doctoral interns, post-doctoral fellows and clinical assessment staff.
- Monitors quality of psychological reports.
- Ensures compliance with WCC policies, procedures, and deadlines related to billing, record keeping, and documentation.
- Tracks paperwork and billing to meet quality assurance standards.
- Provides training in assessment including assessment overview, cognitive and learning assessment, projective and personality assessment, and collaborative assessment.
- May conduct ongoing assessment case conference or provide consultation to clinical staff.
- Collaborates on training with Assessment and Intern Training Program Directors and Assessment Supervisors. May assist in teaching assessment seminar.
- In consultation with Assessment Program Director, identifies assessment-specific training needs and helps to oversee evaluation of interns, fellows and program staff.
- Works on Assessment Program Projects in conjunction with organization and program goals.
- Attends supervisor meetings and agency trainings as needed.

### **QUALIFICATIONS:**

- Doctoral level degree in Clinical Psychology, with California licensure.
- Minimum of five years experience preferred in the field with administration, interpretation, and supervision of psychological assessment.
- Experience with Therapeutic-Collaborative Assessment model.

- Experience working with children, trauma, and the foster care/social service system.

**COMPETENCIES (skills, abilities & knowledge):**

- Expertise and ability to handle both cognitive and psychological/emotional aspects of assessment.
- Multicultural awareness and competence.
- Able to work as a team with other therapists, social workers and facilitate collaboration between professionals and systems.
- Knowledgeable and flexible in working with students who are learning to administer, interpret, and write reports.
- Bilingual in Spanish required.
- Good writing, communication, and organizational skills.
- Teaching skills for child assessment – including cognitive, neuropsychological tests, projective measures, specifically expertise in the Rorschach.
- Familiar and comfortable with both traditional and collaborative assessment, and able to use assessments as a tool of intervention.

**PHYSICAL REQUIREMENTS:**

All requirements are subject to possible modification to reasonably accommodate individuals with a disability. Areas are wheelchair accessible.

- Ability to move about as needed throughout the day
- Requires ability to sit up to 8 hours per day with intermittent occasional moving about our workspaces
- Ability to sit and use computer workstation, including keyboard and visual display terminal, for extended periods of time
- Finger, hand, and wrist dexterity
- Ability to complete tasks in an environment where interruptions are the norm and background noise is present
- Ability to move throughout buildings and between buildings, including stairs or elevator

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The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. Essential job functions are intended to describe those functions that are primary to the performance of this job.

This position description does not state or imply that the above are the only duties and responsibilities assigned to this position. Employees holding this position will be required to perform any other job-related duties as requested. WestCoast Children's Clinic reserves the right to revise job descriptions or work hours as required.

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