



Come to learn
Come to grow
Come to celebrate

POSITION DESCRIPTION

Position: Psychologist
Classification: Full-time, Exempt

Purpose

The Psychologist provides professional psychological services to children with Autism Spectrum Disorders and their families served by The Minnesota Autism Center. The Psychologist puts into practice the Mission Statement of the Minnesota Autism Center.

Qualifications

The Psychologist will have obtained a PhD or PsyD degree from an accredited institution of higher learning. Or, the Psychologist must be able to obtain and maintain a license from the Minnesota Board of Psychology. The Psychologist must be licensed to practice professional psychology in the State of Minnesota upon beginning employment; or obtain licensure within the timelines specified in the individual employment agreement. It is desirable that the Psychologist also attain the status of a Board Certified Behavior Analyst. The Psychologist must be knowledgeable of professional and ethical clinical standards regarding the delivery of professional mental health services in general; and behavior therapy services in particular. Knowledge and experience in working with children with Autism Spectrum Disorders and their families is highly desired. Demonstrated behavioral, functional and psychometric evaluation skills are necessary. The Psychologist must also be effective working within a team structure and have demonstrable effective verbal and written communication skills. It is desirable for the Psychologist to have research skills and interests.

Primary Responsibilities

The primary function of the Psychologist is to provide professional psychological services to a case load of children with ASD who are receiving intensive early intervention behavior therapy services. The Psychologist takes a leadership position within the treatment team and assumes the professional responsibility for the competent, quality and ethical concerns in the delivery of Intensive Early Intervention – Behavior Therapy services. The Psychologist is responsible for the design and provision of the Minnesota Autism Center's program. The Psychologist works within a team of Professionals to design, deliver, evaluate and report to the public at large MAC's clinical services.

Service Delivery

- Provide individual and family behavior therapy.
- Supervise the Lead BT's in the delivery of effective behavior therapy services.
- Manage the responsibilities of a professional psychologist in accordance with the provisions of effective clinical practice, and the guidelines delineated by third party payers.
- Review and approve all Individual Treatment Plans on a quarterly basis.
- Review and approve all prior authorization requests for services.
- Devise a clinical supervision schedule for each child on their caseload that will meet the individual child's needs. This may included monthly progress reviews, quarterly treatment plan evaluations, six month authorization and progress meetings, yearly evaluations.
- Provide expertise in the functional analysis of challenging behaviors and the design of effective antecedent and contingency based interventions.
- Provide training, instruction, demonstration and feedback to Directors, Behavior Therapy Supervisors and Behavior Therapists.
- Attend clinical and interdisciplinary meetings as requested, necessary, and appropriate.
- Document with a progress note all professional contacts regarding their caseload on a timely basis (generally the same day the service is provided).
- Maintain confidentiality of the children and families served by MAC according to professional ethical standards, state and federal rules and regulations and MAC's internal policy and procedures.

- As appropriate, complete a billing record to provide to the business office for invoicing services to third party payers including the date, time and CPT code of the service provided.
- Assist in coordinating the various services provided to the children and their families by other community providers as necessary and appropriate.
- Refer the children and families served to other community providers as appropriate and necessary.
- Ensure that services delivered and recommended by the Minnesota Autism Center are evidenced and data based.

Assessment and Evaluation

- Conduct, or arrange, a yearly psychological assessment on the children within the psychologist's caseload that includes an evaluation of the child's intellectual, social, behavioral, and adaptive skill functioning levels.
- Conduct and/or oversee, the quarterly review of the child's progress using the ITP goals as a benchmark, the ABLLS, or similar assessment tools.
- Assist and direct the Directors in conduction pre, post and on going evaluations to determine the efficacy of the child's treatment approaches.
- Assist and direct the Directors in the packaging and dissemination of the result of the clinical programs.
- Conduct and/or oversee a data based analysis of health threatening challenging behaviors.
- Evaluate the child's progress in their Intensive Early Intervention Behavior Therapy program based on standardized data based instruments.
- Work with the clinical team on preparing agency wide assessments of the children's progress, parent and employee satisfaction assessments; and present this data to the Board of Directors and at professional conferences as appropriate.
- Report the clinical data to the Board of Directors on a quarterly basis and as requested.

Parent Support and Team Participation

- Participate in team and clinical meetings as requested, necessary and appropriate.
- Provide direct demonstration of effective teaching and behavioral procedures to Directors, Behavior Therapy Supervisors, Behavior Therapists, parents and other care providers.
- Communicate with the parents by phone, email and direct contact frequently enough to understand and respond to their concerns.
- Accept and respond to employee and family grievances.
- Maintain a calendar of appointments, starting and ending appointments as scheduled.
- Return phone call, mail and email correspondence in a timely and professional manner.
- Ensure that the Directors and Behavior Therapy Supervisors are providing sufficient training and overlap services to the Behavior Therapists and parents.
- Assist parents in researching and understanding adjunct therapies and the potential impact on the child.
- Communicates effectively with the parent the results of assessments and evaluations; and the possible need for discharge from services in an ethical and responsible manner.

Communications

- Communicates in a clear, respectful and professional manner at all times.
- Communicates effectively in written and verbal forms.
- Immediately (within 24 hours) all incidents of suspected abuse or neglect of any child or vulnerable adult according to Department of Human Services Rules and Regulations and the Minnesota Autism Center's Policy and Procedure.
- Relays information to other Psychologists, Directors, Behavior Therapy Supervisors, Therapist and families in a timely manner.

- Models and fosters a team orientated approach to understanding and implementing ideas regarding the design, implementation and the evaluation of the Minnesota Autism Center's clinical program.
- Makes the Executive Committee of the Board of Directors immediately aware of any problems, concerns, or serious grievances.
- Makes recommendations for Policy and Procedure adaptations, additions and changes to the Executive Committee of the Board of Directors.
- Maintains communications with other professionals serving children with Autism Spectrum Disorders in Minnesota.
- Assist the Board of Directors in conducting public relations activities.

Additional Responsibilities

- Completes an annual evaluation of the Directors they supervise including the development and assessment of measurable goals and objectives.
- Functions as the immediate supervisor of the Directors, assists in procuring new Directors, mentoring and training, disciplining and instructing as necessary and in accordance with labor rules and regulations, and the Minnesota Autism Center's Policy and Procedure Manual.
- Assist in recruiting professional and Para professional staff.
- Mentoring and supervising practicum and internships.
- Complies with the State of Minnesota Board of Psychology rules and regulations.
- Maintains their Professional License to practice psychology in the State of Minnesota.
- Continues to develop skills, knowledge and abilities; expanding and solidifying their professional psychological competencies.
- At a minimum, maintains the Continuing Educational Requirements
- Develops competence and skills in the use of technology to enhance the provision of services.
- Maintain respectful and professional standards when discussing employees and employee information with other Minnesota Autism Center's supervisory staff.
- Follow and implement HIPAA Rules and Regulations, state and federal confidentiality rules, and the privacy standards as discussed below.

Data Privacy Statement: In order to effectively discharge the duties of a Psychologist, you will have access to protected health information (PHI) of all Minnesota Autism Center clients. It is your responsibility to be fully knowledgeable of The Minnesota Autism Center's Privacy Policies and Procedures and to report any violations to their supervisor or the Privacy Official (see Minnesota Autism Center's Privacy Policies and Procedures Manual – Staff Compliance and Sanctions).

The Privacy Official may assign tasks regarding Minnesota Autism Center's Privacy Policies and Procedures to Minnesota Autism Center staff members, including making revisions. While completing these assigned tasks, the Minnesota Autism Center staff members will be under the supervision of the Privacy Official.

Physical Demands: There are a number of physical demands, vision requirements and different work environments associated with this position. These expectations are required in order to fulfill the role of this position.

The Minnesota Autism Center is an Equal Opportunity Employer