



## **JOB DESCRIPTION: PSYCHOLOGICAL ASSOCIATE**

### **Basic Function:**

The Psychological Associate, working under direction and supervision of a Pennsylvania Licensed Psychologist serves a lead role in the facilitation and assessment of the client's behavioral health services, and may perform any or all of the following duties: The Psychological Associate, in collaboration with treatment team members of referring agencies, conducts psychological evaluations to assess the medical necessity of behavioral health services to meet the individual needs of the identified client. Psychological evaluations are comprised of clinical interview, administration and interpretation of objective and/or projective measures, and mental status evaluation; to produce a comprehensive psychological evaluation report that includes clinical impressions, presentation of test data, summary, 5 Axis DSM-IV diagnoses, and recommendations. As part of this assessment process, the Psychological Associate may participate in the interagency process for identification of the appropriateness and effectiveness of service delivery. Provision of psychotherapy, under direction and supervision of a Pennsylvania Licensed Psychologist, is also a role that can be assumed by the Psychological Associate, if desired.

### **Major Duties and Responsibilities:**

1. Under direction and supervision of a Pennsylvania Licensed Psychologist, perform psychological evaluations, addendums, and correspondence necessary to assess and determine medical necessity.
2. Complete evaluations within the identified time frames to ensure continuity of service and quality of care.
3. Ensure that evaluations and addendums meet the guidelines established by the regulating bodies with whom Hugh S. Smith, Ph.D. & Associates is contracted.
4. Coordinate with the Regional Managers and/or supervising Psychologist regarding any issues/concerns and all administrative details/issues.

### **Qualifications:**

Masters or Doctoral degree in clinical psychology or related area of psychology  
Experience with psychological evaluations of children and adolescents.  
Familiarity with BHRS system preferred.  
Act 33 clearance  
Act 34 clearance  
Proof of Professional Liability coverage