

## PSYCHOLOGY ASSISTANT (GENERAL)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this position performs psychological services administering all types of projective, personality, and developmental tests, including the scoring and interpretation of test results, for the purpose of developing an accurate profile of the patient. Work is performed as a member of a team composed of a psychiatrist, psychologist, and social worker responsible for a joint diagnosis of the mental and emotional condition of patients assigned. Although testing and interviewing are conducted with relative independence, recommendations and conclusions are subject to review by professional associates through regular staff conference and consultations. Supervision is not a regular responsibility of this position. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Administers, scores, and interprets a wide variety of psychological tests to determine developmental levels, performance levels, emotional maladjustment, etc. for the purpose of diagnosis and recommendations for disposition;

Interprets test results in consultation with psychiatrists and psychiatric social workers, discussing the implication of test results and participating in the determination of the treatment required;

Conducts interviews to determine what testing is needed;

Administers individual and group psychotherapy to patients under supervision;

Participates in research studies;

Maintains test records and regularly prepares case reports;

Participates in diagnostic conferences;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

Accesses protected health information (PHI) in accordance with departmental assignments and guidelines defining levels of access (i.e. incidental vs. extensive);

May perform other incidental tasks, as needed.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of psychological tests and techniques; good knowledge of the factors contributing to mental, emotional, and social maladjustment and deficiencies; good knowledge of the more widely used therapeutic and treatment methods; good knowledge of psychiatric terms and techniques; ability to analyze and evaluate a wide variety of test results; ability to work effectively with others in a team relationship; tact in dealing with patients and their relatives; ability to present evaluations and interpretations effectively, both orally and in writing; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: (Cont.)

work assignments; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; sound professional judgment in evaluating patients' problems, test results, and in making decisions; initiative; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Master's Degree\* in Psychology and two years experience where the primary function of the position was psychology experience in a clinical setting, under the supervision of a licensed psychologist, one year of which must have included the administration of psychological tests and therapy in an institution or clinic employing the integrated services of psychiatrists, psychologists, and social workers.

SUBSTITUTION: Credits earned toward a Ph.D. degree\* in Psychology may be substituted at the rate of thirty credits per year of experience.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

\*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.