



CAPIC-APPROVED: PSYCHOLOGY POST-DOCTORAL FELLOW POSITION DESCRIPTION

Job Summary: Under supervision, this position performs individual and group interventions, peer supervision, administrative tasks, case management, and consultation/outreach throughout the various programs offered by our agency including counseling, assessments, and behavior services. This position may perform other related tasks that are a part of the agency's operation. Work is supervised by professional staff, and individual clinical work is supervised by a licensed clinician. *Learning Dynamics is CAPIC postdoctoral program member.*

Essential Job Functions:

- Emphasis on providing executive functioning therapeutic interventions in support of our behavior support programs and research
- Conduct individual, couple, family, and group interventions with a wide range of ages and populations; including all relevant case management, scheduling, and note keeping
- Conduct assessments to determine eligibility and progress monitoring for programs
- Conduct psychological, psychoeducational, and neuropsychological assessments; including all relevant case management, scheduling, report writing, and documentation
- Provide outreach presentations and/or attend fairs to support ongoing community engagement
- Represent the agency at community and networking events
- Maintain files and documentation for all clients, per Learning Dynamics' documentation standards
- Attend training seminars, staff meetings and supervision on a weekly basis and in a prompt manner
- Interact with staff, clients, and constituents in a professional and ethical manner
- Consult with supervisors and staff, as needed or required by agency guidelines
- Participate in supervision and training with an openness to learning and receiving feedback
- Stay current with legal and regulatory changes, and local and national trends, in mental health laws and ethics
- Maintain strictest confidentiality; adhere to all HIPAA guidelines, confidentiality regulations and agency policies; and maintain compliance with current agency policies and processes
- Submit service activity logs including schedules, timesheets and mileage; consistent with agency policy

Non-essential Duties and Responsibilities: Additional job-related duties and responsibilities as requested

Knowledge, Skills and Abilities:

- Knowledge and skills in evidence-based therapeutic interventions, practices, and methods
- Ability to establish rapport with others as a requisite for healthy and therapeutic relationships
- Ability to plan, implement, evaluate and report activities conducted
- Ability to communicate effectively in writing and to prepare written and electronic documents
- Ability to communicate orally in-person, by telephone, and virtually
- Ability to travel to meetings and activities at agency and off-site locations
- Ability to present oneself in an appropriately personable and professional manner
- Ability to receive and utilize constructive feedback regarding performance, presentation and relationships with others
- Ability to be both consistent and flexible as circumstances warrant
- Ability to effectively weigh and evaluate personal needs, client needs and the aims and policies of the agency, and to respond and negotiate these competing needs, as appropriate
- Ability to remain calm and supportive in psychological emergencies and/or crises
- An enhanced level of self-awareness as to how they relate to others and an ability to effectively modulate this personal style as conditions warrant

Work Environment: This position works primarily in an office setting; with additional indoor and outdoor community location exposure, as applicable to programs. There are frequent interactions with persons with mental, learning, and/or physical disabilities; individuals who are emotionally upset; and young children through

older adults. While performing the duties of this position, travel by automobile may result in exposure to changing weather conditions.

Physical Demands: The physical demands described here are representative of those that must be met by an post-doctoral fellow to successfully perform the essential functions of this job. While performing the duties of this job, the trainee is regularly required to talk or hear. The trainee is regularly required to stand; walk; sit; use hands to finger, handle or feel objects, tools, or controls; and reach with hands and arms. The trainee frequently lifts or moves objects weighing up to 10 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Position Type and Expected Hours of Work: Individual work schedules vary depending on the needs of the program(s) served. Allocation of hours must remain consistent with agency policies. Post-doctoral fellowship positions are full-time and require an average of 25 client contact hours each week. Fellow's regular schedules will include working either [1] three evenings (till 8:30pm) per week, [2] two evenings per week and two Saturdays per month, or [3] one evening per week and every Saturday. All trainees will have work on Saturdays (not necessarily every Saturday), as the agency is open 6 days per week. All trainees will be assigned a primary office location (Bakersfield or Woodland Hills); and will be required to attend the secondary office twice each month. Post-doctoral Fellows have flexibility in adjusting their own schedules; provided their schedule does not conflict with expected attendance at meetings and trainings (including weekly didactics). This is a one-year, full-time position.

Required Education and Experience:

- Must have completed master's and doctoral degrees in psychology or closely related discipline from an accredited college or university. Applicants must be post-doctoral SPE eligible with the California Board of Psychology prior to beginning fellowship.

Preferred Education and Experience:

- At least two years of experience working in community mental health
- At least two years of experience in psychological test administration
- At least two years of experience conducting therapeutic interventions in Spanish

Additional Eligibility Qualifications:

- Must have and maintain a valid driver's license, automobile insurance coverage, and have an automobile
- Post-Doctoral Fellows are responsible for all costs associated with fingerprinting, and are required to maintain and provide a copy of current malpractice insurance coverage and driving record

AAP/EEO Statement: Learning Dynamics, Inc. (LDI) provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, LDI complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

LDI expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of LDI's employees to perform their job duties may result in discipline up to and including discharge.

Other Duties: Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the intern for this job. Duties, responsibilities and activities may change at any time with or without notice.

Salary and Benefits: This full-time position offers an annual stipend of \$6,000. Full-time interns are eligible for medical and dental benefit coverage. Learning Dynamics pays for 100% of the intern's medical coverage; additional family members are covered at the full expense of the intern. Intern and family dental coverage is offered at the expense of the intern.

Learning Dynamics is an approved provider of continuing education hours for mental health professionals. Interns in our program may assist in our programs and attend events at no-cost. Interns receive an average of 4 hours each week of didactic training opportunities. In addition to agency holidays, interns are provided with 4 days of sick leave, 4 days of personal leave, and 2 days of professional development leave.

Application Procedures: Send CV, cover letter, unofficial transcript, and names of three professional references to: Human Resources, Attn: Lizeth Lopez, M.S., Psy.D. at hr@learningdynamicsinc.org or fax (310) 393-9893. Specify which primary office location you are applying to (Bakersfield or Woodland Hills). For questions call (310) 855-3276 or email hr@learningdynamicsinc.org.

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