

Position Information

Department MED:MIND INSTITUTE (049007)

UCPath Position #

Position Description #

Position (Working Title) Psych 1 MIND Currently: blank

Proposed Job Title/Job Code PSYCHOLOGIST 1 (9384) Currently: blank

Supervisor

Reports to Name Michele Ono Currently: blank

Reports to Job Title CAO Currently: blank

Reports to UCPath Position #

Position Details

Job Summary This position spends the majority of its time in the MIND Institute Massie Family Clinic. The Psychologist 1 assists with clinical triage of referrals, completes diagnostic intakes, conducts clinical psychological assessments for individuals with suspected neurodevelopmental conditions and provides Empirically Based Treatments (e.g., Social Skills Therapy and Cognitive Behavioral Therapy) to individuals with neurodevelopmental disabilities diagnoses. In addition, this position spends a small portion of time administering research assessments either through the MIND Institute IDDRC Clinical Translational Core or through a faculty member's research grant.
Currently: blank

Department Purpose The MIND Institute is a research and clinical center whose mission involves awareness, understanding, prevention, and treatment of the challenges associated with neurodevelopmental disabilities. It is a matrix organization and encompasses over 250 faculty and staff from 14 academic departments with an annual operating budget of approximately \$4 million, contract awards totaling approximately \$16 million, and gifts and endowments valued at approximately \$14 million. The MIND Institute also houses 2 sponsored center grants: the Intellectual and Developmental Disabilities Research Center (NIH), University Center for Excellence in Developmental Disabilities (AUCD), 3 federally sponsored training grants: Autism Research Training Program (NIH), Developmental Behavioral Pediatric Fellowship Program (HRSA), and the Leadership Education in Neurodevelopmental and Related Disabilities (HRSA), and two programmatic infrastructure grants: the Research Network for Creating Partnerships with Diverse and Underrepresented Communities (PCORI) and Redwood SEED Scholars (DoEd).
Currently: blank

Total Number of Staff THIS POSITION Supervises 0 Currently: blank

Positions Supervised N/A
Currently: blank

Essential Responsibilities

Percent(%) of Time	65 Currently: blank
Function	Clinical Services/Patient Care Currently: blank
Duties	<p>Provide psychological services to children with neurodevelopmental disorders and their caregivers, including diagnostic intakes, psychological assessment and delivery of Empirically Based Treatments (i.e., Social Skills Therapy, Cognitive Behavioral Therapy). Clinical duties may include the following:</p> <ul style="list-style-type: none"> · Perform and complete patient/family psychological assessments consistent with department policy and procedures. Administer, score, and interpret standardized assessment measures, psychological tests, and performance outcome measures to clinic patients using evidence-based practices. · Administer, score, and interpret standardized assessment measures, psychological tests, and outcome measures to children and/or their caregivers. · Diagnose and develop treatment plans and recommendations based on psychological assessments and identify needs of the patient/caregiver/referring party. · Document, in a manner consistent with department policy and procedures, clinical services rendered to or on behalf of the patient/family. Complete reporting and billing forms in accordance with agency and contract requirements. Provide written progress reports and discharge summaries/paperwork in accordance with required timeframes and agency procedures. · Provide intervention services using Evidence Based Treatments to include individual, group, and family therapy. · Conduct Social Skills Group Therapy for children with autism. · Arrange and participate in clinical consultation to staff, families, schools, and referral agencies in accordance with patient rights and confidentiality statutes/regulations. · Provide patient/family education consistent with patient needs and the treatment plan. · Perform assessments to determine risk of harm, including risk of abuse or neglect or harm to self or others. · Identify and coordinate referral resources required to support/enhance the treatment of patient/families. <p>Currently: blank</p>
Percent(%) of Time	10 Currently: blank
Function	Research Assessment Currently: blank
Duties	<ul style="list-style-type: none"> · Perform developmental, psychological and behavioral assessments on research participants across the lifespan (from infancy to adulthood) with a variety of neurodevelopmental, behavioral, psychological and/or medical diagnoses. · Complete research summaries for the developmental, psychological and behavioral assessments. <p>Currently: blank</p>
Percent(%) of Time	10 Currently: blank
Function	Clinic Triage Currently: blank
Duties	<p>Triage Massie Family Clinic referrals.</p> <ul style="list-style-type: none"> · Review patient's past developmental history, individualized educational plans, diagnostic/behavioral/psychological testing, and school records. · Determine case disposition and triage to appropriate clinical services. <p>Currently: blank</p>
Percent(%) of Time	15 Currently: blank

Function Other Duties Currently: blank

Duties

- Document, in a manner consistent with department policy and procedures, clinical services rendered to or on behalf of the patient/family. Complete reporting and billing forms in accordance with agency and contract requirements. Provide written reports/notes/discharge summaries/administrative paperwork in accordance with required timeframes and agency procedures.
- Work collaboratively with other MIND Institute staff, patient family members, developmental and behavioral pediatricians, psychiatrists, and other service providers by attending and participating in department meetings, clinical supervision, training, inter-agency and intra-agency multidisciplinary case reviews or discussions (e.g., Hearts and MIND).
- Complete quality assurance procedures and participate in internal and/or county utilization reviews. Participate in internal quality assurance subcommittees to support the overall mission of the MIND Institute.
- Participate in additional activities as assigned, including but not limited to, program development activities and/or preparation of scientific publications.
- Participate in administrative staff meetings and complete required training modules, annual reviews and health clearance (e.g., TB) by specified due dates.
- Complete administrative forms (e.g., vacation requests, continuing education log).

Currently: blank

Qualifications

Required Licenses and Certification

Minimum Qualifications

All job qualifications must be job related and link directly to the duties and responsibilities of the job. The qualifications will determine the applicant pool, should be unbiased, and based on the essential responsibilities of the position.

Additional Minimum License/Certification Must be license eligible in the state of California.
Currently: blank

Minimum Education/Experience A Ph.D. degree in clinical or counseling psychology and one year of post-doctoral experience in clinical psychology.
Currently: blank

Minimum Knowledge, Skills, and Abilities (KSA) Possess State of California Psychologist License, or license eligible and in the process of applying for California in the process of applying for California licensure.

Knowledge of psychological assessment instruments, ability to evaluate and interpret results, ability to determine case disposition and treatment recommendations/plans.

Knowledge and clinical experience of empirically based treatment (e.g., Social Skills Group Therapy for children with autism spectrum disorder, Cognitive Behavioral Therapy, Parent Management Training).

Knowledge of psychiatric diagnoses, as described in the Diagnosis and Statistical Manual – 5th Edition, Text Revision (DSM-5: TR).

Ability to apply cultural humility standards to clinical care. Knowledge and understanding of individual, child, and family development, human behavior and communication, the influence of culture and values in clinical practice, case management, and research.

Ability to conceptualize clinical situations and demonstrate application of theory in case management and psychotherapeutic responsibilities.

Excellent interpersonal and communication skills: verbal, written and listening.

- Ability to communicate and interact effectively with children and their caregivers.
- Ability to convey instructions, directions and information appropriately and accurately.
- Ability to write clear and concise reports.

Good planning and organizational skills. Ability to organize a variety of concurrent activities, set realistic goals and objectives, plan ahead and meet deadlines without compromising quality.

Ability to work as a team member and work diplomatically with a wide variety of people and successfully manage conflict.

Ability to direct the actions of others effectively to accomplish tasks and functions.

Ability to work under direct supervision and use clinical supervision to enhance professional growth and examine clinical work.

Ability to make appropriate interventions based on law and policy.

- Knowledge of child, elder abuse, and domestic violence reporting requirements, and other significant legislation and laws regulating mental health work practice (e.g., Tarasoff, patient confidentiality, etc.).
- Knowledge of suicidal behavior, the ability to assess lethality, and to develop appropriate treatment plan.

Knowledge of community resources and service agencies.

Collaboration on clinical research projects requires the ability to assist in conceptualizing the development and planning the tasks necessary for the implementation of clinical research.

Awareness of clinical research methodology, design, statistical test, computer software, and clinical interpretation of data results.

Ability to support the learning and professional development of others, including colleagues, junior staff and trainees.
Currently: blank

Preferred Qualifications

Preferred qualifications are desirable, but not required to possess at entry of the job.

Additional Preferred License/Certification

Preferred Education/Experience

Preferred Knowledge, Skills, and Abilities (KSA)

Special Conditions of Employment

Smoke Free Work Environment

The Smoke and Tobacco Free Environment policy is intended to provide a healthier, safer, and more productive work and learning environment for the entire UC community. The University of California prohibits smoking and tobacco use at all University owned

or leased properties, or facilities operated by UC staff or faculty. Smoking and tobacco use are strictly prohibited in indoor and outdoor spaces, parking lots, residential space, and University vehicles.

<https://ucdavispolicy.ellucid.com/documents/view/271>

Currently: blank

Work Environment

Outdoor Work Environment

No Currently: blank

Background Check for Critical Position

The University is committed to providing a safe and secure environment for its staff, faculty, students, patients and others in the University community. To support these efforts, a background check is required by [PPSM 21 Selection and Appointments](#) after a candidate has received a conditional offer of employment in a critical position. (View the policy for details). Employment is contingent upon successful completion of background check(s) for critical positions, which includes but is not limited to criminal record history background check.

If any of the following apply, then this position shall be designated as critical and a background check will be required and you select "yes" below. If none of the following apply, then this position is not critical and not eligible for a criminal record history background check; and you will select "no" below.

- UC Davis Health position
- Management and Senior Professional (MSP) position
- Handle cash or cash equivalent
- Extensive authority for committing the financial resources of the University through contracts or agreements
- Direct responsibility for the care, safety and security of people, including children and minors
- Direct access to or responsibility for controlled substances, high risk hazardous chemicals, biological or radioactive/nuclear materials
- Direct access to and/or responsibility for protected, personal, or other restricted or sensitive institutional information (e.g., information on students, faculty, staff, etc.) and IT resources with such restricted or sensitive information
- Responsible for operating commercial vehicles, machinery or toxic systems that could result in accidental death, injury or health problems
- Student Health and Wellness Center position
- Requirement for a professional license, certificate, degree; or requirement of an external entity
- Direct access to and/or responsibility for information affecting national security

This is a critical position, as defined by UC policy and local procedures, and as such employment is contingent upon successful completion of background check(s), including but not limited to criminal record history background check(s)

Yes Currently: blank

Cash-Handling Position

The duties or functions of this position include the handling of cash (or cash equivalents)

No Currently: blank

Mandated Reporter under the Child Abuse and Neglect Reporting Act and UC Policy

Certain positions are designated as mandated reporters under the Child Abuse and Neglect Reporting Act (CANRA) and [UC policy](#). Mandated reporters are required to report child abuse and neglect to specified authorities. (View the policy for details and definitions)

If any of the following apply, then an employee in this position shall be designated as a mandated reporter under CANRA and UC policy and you select "yes" below. If none of the following apply to this position, then select "no" below.

- UC Davis Health position
- Healthcare Professional (Davis campus employees)
- Contact with children on a regular basis; or supervises a position in contact with children on a regular basis either on or off campus
- Supervise minor employees
- Athletic coach, including, but not limited to, an assistant coach or a graduate assistant involved in coaching
- Law Enforcement and Public Safety Professionals
- Human Resource employees (including academic personnel staff or other employees) who are charged with handling discrimination complaints
- Day care worker
- High school internship supervisor
- Positions designated as mandated reporters due to their licensure or profession

This position is designated as a mandated reporter under CANRA and UC policy and employment is contingent on complying with applicable policies, procedures and training requirements

Yes Currently: blank

Principles of Community

Principles of Community

UC Davis is a diverse community comprised of individuals having many perspectives and identities. We come from a multitude of backgrounds and experiences, with distinct needs and goals. We recognize that to create an inclusive and intellectually vibrant community, we must understand and value both our individual differences and our common ground. The UC Davis Principles of Community is an aspirational statement that embodies this commitment, and reflects the ideals we seek to uphold.

<https://diversity.ucdavis.edu/principles-community>

Currently: blank

UCD Health Additional Expectations

UC Davis Health Affirmative Action Program

All supervisors and managers are responsible for actively supporting and implementing the UC Davis/UC Davis Health Affirmative Action Program by demonstrating efforts to diversify staff in all selection and promotional opportunities; communicating program objectives to staff; establishing and maintaining a bias-free work environment; and providing opportunities for staff to obtain further training and expertise which will enhance the likelihood of upward mobility. Non-supervisory staff are also responsible for demonstrating their commitment to the Affirmative Action Program. A measure of this commitment is gaining knowledge and increasing sensitivity to the program itself and participating in activities which support the total diversity and affirmative action goals of UC Davis Health.

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UC Davis HR Site :: Position Request Print Preview

This position's responsibility to the Affirmative Action Program is

This position will participate in activities which support the total diversity and affirmative action goals of UC Davis Health. Currently: blank

Effective Communication

Effective communication is essential in the UC Davis Health environment. Each employee shall develop and foster open lines of communication both within her/his department and throughout the UC Davis Health as deemed appropriate and necessary.

This position's responsibility to promoting effective communication is

This position requires extensive personal and telephone contact with patients/families, physicians, nurses and numerous community agencies on a daily basis. The incumbent handles sensitive/highly confidential information related to patient care. The incumbent will maintain a courteous, respectful tone when communicating in person, via telephone or in writing will all colleagues, patients and the general public. Currently: blank

Safety

This position's responsibilities and obligations with regard to workplace health and safety is

Must be able to appropriately fit and wear personal protective equipment (PPE) such as TB masks, goggles, face shields, gowns, gloves and protective safety equipment such as safety glasses and safety shoes., Must participate in medical monitoring programs, including film badges, cholinesterase tests, bioassay tests, tuberculosis tests, serum tests, etc., Must participate in preventive medical programs, including immunizations, medical surveillance, and physical examinations.

Mandatory Reporting

All health practitioners have mandatory reporting responsibilities when an adult (or a minor who meets special circumstances as described in UC Davis Health Hospital P&P 1408) presents at UCCHO as an outpatient or inpatient from any source, and If a person presents for treatment of injuries related to domestic violence; or if one has knowledge of or observes a child who one knows or reasonably suspects is the victim of child abuse; or if one has knowledge of, or reasonably suspects that an elder or a dependent adult is the victim of elder/dependent adult abuse. Non-health practitioners, who suspect that an individual is a victim of abuse as outlined above, are required to report their suspicions to a health practitioner. All employees have a mandatory responsibility for knowing and complying with the Code of Conduct standards and the Compliance Program.

Employee Responsibility for Confidentiality

Each UC Davis Health employee is responsible for adhering to the following requirements pertaining to confidentiality. California law and University policy prohibit the unauthorized disclosure of any information regarding a patient's medical history, mental or physical condition, or treatment, without the express authorization of the patient or the patient's legal representative. The unauthorized or improper disclosure of confidential work-related information obtained from any source on any work-related matter is a violation of University policy. A breach of confidentiality may result in corrective action up to and including termination from employment. Improper or unauthorized disclosure of confidential information includes, but is not limited to, patient medical information, financial information, and personnel data.

Additional Expectations

Detailed expectations document to be provided for employee's signature.

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Outpatient/Medical Office Expectations - Includes Customer Service and Professional Behavior and Development Expectations for Outpatient/Ambulatory Care Units.

ADA Checklist

ADA Checklist

The physical and mental demands describe the type, intensity, frequency, and duration of physical actions or mental capabilities required to perform the job. The physical and mental demands need to be directly tied to the essential responsibilities of the job.

Please check None or the applicable boxes for the mental, physical, lifting, visual, noise, elements exposed to, and equipment used categories below and indicate the frequency for checked boxes.

Analytical and Problem Solving

For questions or further guidance, please contact Disability Management Services: <https://www.hr.ucdavis.edu/departments/elr/dms>

Frequency

- Occasionally - Up to 3 hours/day
- Frequently - 3-6 hours/day
- Constantly - 6-8 hours/day

Mental Demands

Analytical and Problem Solving - Frequently, Confidentiality - Constantly, Constant Interruptions - Occasionally, Customer Contact - Frequently, Detailed Work - Frequently, Language - Frequently, Multiple Concurrent Tasks - Occasionally, Reading (documents or instruments) - Frequently, Reasoning - Frequently, Training - Occasionally, Verbal Communication - Frequently, Written Communication - Frequently

Additional Mental Demands

Physical Demands

Carrying - Occasionally, Attendance - Constantly, Crawling - Occasionally, Kneeling - Occasionally, Reaching - Occasionally, Sitting - Frequently, Speaking - Frequently, Squatting, Stopping, Bending - Occasionally, Standing - Occasionally, Walking - Occasionally, Writing - Occasionally, Grasp - Occasionally, Talk or Hear - Frequently

Lifting Requirements

Up to 10 Pounds (Sedentary) - Occasionally

Visual Acuity Requirements

Close Visual Acuity (e.g., viewing a computer screen; using measurement devices) - Frequently

Noise Conditions

Moderate Noise Conditions - Occasionally

Physical Demands (Elements Exposed to)

None

Additional Physical Demands

Equipment Used to Perform the Duties

Computer and Peripheral Equipment - Frequently, Copier - Occasionally, Telephone - Occasionally, Surgical Face Mask - Occasionally

Additional Equipment Used to Perform the Duties

Position Documents

New Position Description Documents

1. Organization Chart
 - Org Chart Psych 1
2. Approvals
 - Workforce Psych 1 Approval

Current Position Description Documents

No documents have been attached.

Decision Details

Decision Details

Approved Job Code

Approved Job Title

Job Group

FLSA Status

Union Code (Bargaining Unit)

Salary Plan

Salary Grade

Classified Indicator (Personnel Program)

Minimum Annual Salary

Midpoint Annual Salary

Maximum Annual Salary

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Minimum Hourly

Midpoint Hourly

Maximum Hourly

Additional Decision Details

Approved Legacy MSP Salary Grade

CEMRP2 Code (Health Only) N/A Currently: blank

Employee Relations Code

HEERA/Union Representation

Explanation

Job Opening ID#

Disposition

Action Review By

Priority

Notes

Notes

Notes