



Career Service Authority

Psychology Intern

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GENERAL STATEMENT OF CLASS DUTIES

This is an intern level work performing supervised, pre-doctoral clinical psychology duties.

DISTINGUISHING CHARACTERISTICS

This is an intern level work performing supervised, pre-doctoral clinical psychology duties. This class requires 2,000 hours of training, and must be completed as one year full-time or two years part-time. This class is distinguished from the Psychologist Candidate for Licensure, which performs professionally supervised post-doctoral level psychology work in assessment, case planning and treatment of mental health clients. This class is distinguished from the Psychologist, which provides psychology services as a licensed psychologist including assessment, treatment, and consultation in a medical or health care setting.

Guidelines, Difficulty and Decision Making Level:

Procedures, methods, and techniques to be used are well established with options to be considered well defined. Tools, work aids, and materials to be used are specified. Work steps are demonstrated or made clear by straightforward oral instructions.

Duties assigned are primarily routine, repetitive, and restricted in intricacy with little or no discretion in how they are carried out.

Level of Supervision Received and Quality Review:

Under close supervision, the employee receives training to develop skills and abilities in a specific line of work or general occupational area. Work product is subject to close, continuous inspection.

Interpersonal Communications and Purpose:

Contacts with the public or employees where factual information relative to the organization or its functions are received, relayed, or a service rendered according to established procedures or instructions.

Level of Supervision Exercised:

None

ESSENTIAL DUTIES

Trains in the theoretical, technical and practical aspects of clinical psychology and performs work procedures under the supervision of a licensed psychologist.

Administers standard tests used to measure and evaluate intelligence, cognitive ability, personality, depression, anxiety, and other factors affecting behavior and, under the supervision of a licensed psychologist, scores and interprets test data as instructed.

Participates in alcohol or psychiatric group therapy sessions and, under supervisory control. Provides individual therapy for patients and evaluates patient emotional and behavior disorders.

Assists with and prepares case documentation and correspondence.

Performs other related duties as assigned or requested.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

MINIMUM QUALIFICATIONS

Competencies, Knowledge, & Skills:

Integrity/Honesty - Contributes to maintaining the integrity of the organization; displays high standards of ethical conduct and understands the impact of violating these standards on an organization, self, and others; is trustworthy.

Interpersonal Skills - Shows understanding, courtesy, tact, empathy, concern; develops & maintains relationships; may deal with people who are difficult, hostile, distressed; relates well to people from varied backgrounds & situations; is sensitive to individual differences.

Psychology - Knowledge of human behavior and performance in various contexts, mental processes, or the assessment and treatment of behavioral and affective disorders.

Reading - Understands and interprets written material, including technical material, rules, regulations, instructions, reports, charts, graphs, or tables; applies what is learned from written material to specific situations.

Oral Communication - Expresses information to individuals or groups effectively, taking into account the audience and nature of the information; makes clear and convincing oral presentations; listens to others, attends to nonverbal cues, and responds appropriately.

Writing - Recognizes or uses correct English grammar, punctuation, and spelling; communicates information in a succinct and organized manner; produces written information, which may include technical material, that is appropriate for the intended audience.

Problem Solving - Identifies problems; determines accuracy and relevance of information; uses sound judgment to generate and evaluate alternatives, and to make recommendations.

Teamwork - Encourages and facilitates cooperation, pride, trust, and group identity; fosters commitment and team spirit; works with others to achieve goals.

Reasoning - Identifies rules, principles, or relationships that explain facts, data, or other information; analyzes information and makes correct inferences or draws accurate conclusions.

Stress Tolerance - Deals calmly and effectively with high stress situations (for example, tight deadlines, hostile individuals, emergency situations, dangerous situations).

Learning - Uses efficient learning techniques to acquire and apply new knowledge and skills; uses training, feedback, or other opportunities for self-learning and development.

Flexibility - Is open to change and new information; adapts behavior or work methods in response to new information, changing conditions, or unexpected obstacles; effectively deals with ambiguity.

Customer Service - Works with customers to assess needs, provide assistance, resolve problems, satisfy expectations; knows products and services; is committed to providing quality products and services.

Physical Demands (Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs):

Standing: remaining on one's feet in an upright position.

Walking: moving about on foot.

Lifting: raising or lowering an object from one level to another.

Carrying: transporting an object, usually by hand, arm, or shoulder.

Balancing: maintaining body equilibrium to prevent falling over.

Reaching: extending the hand (s) and arm (s) in any direction.

Handling: seizing, holding, grasping, or otherwise working with hand (s)

Fingering: picking, pinching, or otherwise working with fingers.

Talking: expressing or exchanging ideas by means of spoken words.

Hearing: perceiving the nature of sounds by the ear

Repetitive motions: making frequent movements with a part of the body.

Eye/hand/foot coordination: performing work through using two or more

Working Environment:

Contact with patients under a wide variety of circumstances

Exposed to unpleasant elements (accidents, injuries and illness)

Exposed to infections and contagious diseases

Handles emergency or crisis situations

Subject to many interruptions

Subject to varying and unpredictable situations

Education Requirement:

Must be currently enrolled in an accredited doctoral program leading to a Doctorate Degree in Clinical or Counseling Psychology, and have completed all requirements (course work and 500 or more hours of practicum experience), except for the internship and dissertation.

Experience Requirement:

None

Education/Experience Equivalency:

None

Licensure and/or Certification:

None

CLASS DETAIL

FLSA CODE: Non-Exempt

ESTABLISHED DATE: 09/16/1995

ESTABLISHED BY: Don Braden

REVISED DATE: 09/27/2009

REVISED BY: Blair Malloy

CLASS HISTORY 9/2009 - This class was revised, competencies and distinguishing characteristics added, and placed in new template.