



Sound Psychotherapy & Assessment

PSYCHOMETRIST JOB DESCRIPTION

JOB TITLE: Psychometrist

FLSA STATUS: Contract Employee, Part Time

REPORTS TO: Dr. Sierra Swing

POSITION SUMMARY

As a psychometrist, you will administer and score standardized psychological and neuropsychological test batteries evaluating cognitive, academic, neuropsychological, behavioral, risk, and emotional status in a diverse population of clients within a private practice setting. The purpose of the evaluative services will be to assist Dr. Swing and other psychologists at Sound Psychotherapy & Assessment in diagnostic clarification, risk evaluation, parenting and custody recommendations, and treatment decisions.

Due to my contract with the Department of Children, Youth, and Families (DCYF), you will be required to complete a DCYF background check, complete compliance, and security training, sign a confidentiality agreement, complete mandated reporter training, and follow a strict data security protocol for client data.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Assist in scheduling clients for psychological testing.
2. Assist in sending invitations to clients to Dr. Swing's secure testing portals (i.e., Simple Practice, Pariconnect, Q-Global, Bettermind, AssessingParenting, etc.) where they can complete various psychological testing online/electronically.
3. Assist in downloading test results to each client's secure/private Dropbox folder.
4. Assist in scoring the following measures completed through secure portals:
 - Adult-Adolescent Parenting Inventory (AAPI-2.5)
 - Auditory Processing Disorder Questionnaire
 - Brown ADD Scales
 - Inventory of Altered Self-Capacities (IASC)
 - Mood Disorder Questionnaire (MDQ)
 - Parenting Style Questionnaire (PSQ)
 - Rejection Sensitive Dysphoria Test

- Revised Child Anxiety and Depression Scale (RCADS) Parent and Self-Reports
 - Sensory Processing Disorder Test
 - Substance Abuse Subtle Screening Inventory, 4th Edition (SASSI-4)
 - Vanderbilt Assessment Scale
5. Conduct mental status examinations for testing clients
 6. Provide a written summary of the patient's behavior during testing, including any interactions with the patient's parents or peers that may be observed incidentally.
 7. Administer a wide range of psychological and neuropsychological assessment measures, including (but not limited to):
 - Advanced Clinical Systems (ACS)
 - California Verbal Learning Test, 3rd Edition (CVLT-3)
 - Child Abuse Potential Inventory (CAPI)
 - Comprehensive Trail-Making Test (CTMT)
 - Conners Auditory Test of Attention (CATA)
 - Continuous Performance Test, 3rd Edition (CPT-3)
 - Delis-Kaplan Executive Function System (D-KEFS)
 - Millon Clinical Multiaxial Inventory, 4th Edition (MCMI-IV)
 - Minnesota Multiphasic Personality Inventory, Restructured Form (MMPI-2)
 - Montreal Cognitive Assessment (MoCA)
 - Neuropsychological Assessment Battery (NAB)
 - Developmental Neuropsychological Assessment (NEPSY)
 - Parent Awareness Skills Survey (PASS)
 - Personality Assessment Inventory (PAI)
 - Psychopathic Personality Inventory, Revised (PPI-R)
 - Repeatable Battery of Neurological Status (RBANS)
 - Rorschach Inkblot Test
 - State-Trait Anger Expression Inventory, 2nd Edition (STAXI-2)
 - Test of Premorbid Functioning (TOPF)
 - Test of Memory Malingering (TOMM)
 - Trauma Symptom Inventory (TSI)
 - Wechsler Adult Intelligence Scale, 4th Edition (WAIS-IV)
 - Wide Range Achievement Test - 5th Edition (WRAT-5)
 - Wechsler Memory Scale (WMS-IV)
 - Wechsler Individual Achievement Test, 3rd Edition (WIAT-III)
 - Wechsler Individual Achievement Test, 4th Edition (WIAT-IV)
 - Wechsler Intelligence Scale for Children, 5th Edition (WISC-V)
 8. Evaluate, manage, and record patient behaviors; assemble test data and calculate summary scores
 9. Score tests and report findings to psychologist for interpretation
 10. Scan and save raw testing data to secure Dropbox folders, shred paper data once uploaded.
 11. Attend and participate in meetings and quality improvement activities and communications as required.

12. For DCYF clients, you agree to

- Communicate any **safety concerns** and/or **unusual incidents** with Dr. Swing and the assigned caseworker IMMEDIATELY via phone and/or secure email, AND
- Provide written notification via secure email to Dr. Swing and the assigned DCYF social service specialist/caseworker within 24 hours for **missed appointments**

13. Demonstrate a commitment to the mission, core values, and goals of Sound Psychotherapy & Assessment and its delivery of mental health services and evaluations, including the ability to integrate values of justice, respect, compassion, excellence, and stewardship into appropriate services.

14. Document face to face services, administrative services, types of service, and number of hours provided in a weekly or biweekly invoice, which you will send directly to Dr. Swing.

15. Maintain an atmosphere that reflects inclusion by providing effective and respectful care compatible with each patient and family's beliefs, values, and heritage

SKILLS AND QUALIFICATIONS REQUIRED:

- The ability to work independently
- The ability to place the patient's needs first, the ability to be adaptable and tolerate high levels of frustration
- The ability to ensure confidentiality
- Strong interpersonal skills
- Must be able to travel to Dr. Swing's testing office located in the SODO and/or West Seattle neighborhoods of Seattle
- Must have excellent attention to detail
- The ability to assess patient's level of effort and motivation
- The ability to be clinically astute, responsible, and able to take initiative
- The ability to be mathematically inclined
- The ability to work quickly and accurately and to be objective and responsible for the patient's safety.
- Basic operating knowledge of computers
- Familiarity with iPads, ability to administer multiple assessment measures via computer and iPad administration
- Ability to operate printers and scanners
- Beginning level of Word and Excel required.

EDUCATION AND/OR EXPERIENCE

Actively seeking a degree in a psychology related field and completion of objective, intellectual, neuropsychological, and/or projective assessment classes in your respective graduate program. OR A Master's Degree with major study in psychology or a closely related field with emphasis in tests and measurement OR A Bachelor's Degree in a behavioral or social science and two years of experience in psychological testing OR Equivalent education/experience. Knowledge of every test administration is not required, and training is available.

COMPENSATION:

FTE/Hours per pay period:

- 20 hours per week, scheduled across 3-4 days (4-6 hours per testing session)
- Additional hours, (up to 30 hours) may be available if interested.
- Part-time or more as needed work is also available.

Training & Onboarding:

- Onboarding tasks (completing required documents) is not paid.
- Time spent training (e.g., shadowing, learning new tests) is typically not paid; however, a lower pay rate (e.g., \$20/hr) can be negotiated depending on how much training is needed.

Test Administration & Scoring

- Hourly wage: \$35/hour
 - After a 90-day trial period, Psychometrist will be eligible for medical and dental insurance and 1 week of PTO (at 20 hours).
 - An additional 20 hours of PTO can be negotiated after an additional 6 months of employment (9 months after hire).
 - Additional time and pay raises can be negotiated following one year of employment.
- No Show pay: If a client no-shows for their appointment, Psychometrist will be paid \$50.
 - It may be possible to complete other administrative and scheduling tasks and/or additional test scoring, interpretation, and report writing, for which Psychometrist will be paid their hourly rate. **This must be discussed with and approved by Dr. Swing.**

BENEFITS:

- *Health Insurance:* Available to contractors and employees working 30+ hours a week (unless otherwise negotiated).
- *Supervision, Clinical & Report Writing Experience:* Available upon request.
- *Liability Insurance:* Provided to all contracted psychometrists (if needed/requested)

Please submit your resume, cover letter, and references to Dr. Sierra Swing via email at drsierraswing@gmail.com with the subject line "Psychometrist Application."