

# The Institute for Behavior Change, Inc.

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*There are no obstacles, only hurdles of varying heights. None is so great that it cannot be overcome, gotten around or gone under. Even mountains disintegrate with time.*

## **Job Description: Licensed Psychologist**

The Licensed Psychologist (“LP”) acknowledges and accepts *full professional responsibility* for all activity performed by Therapeutic Staff Support (TSS) service providers, Mobile Therapy (MT) service providers, Behavior Specialist Consultant (BSC) providers and any other person who performs tasks that are billed under the supervision and scope of practice of the Licensed Psychologist.

The LP responds within 30 minutes to requests for contact by any staff of the Network for Behavior Change (NBC) or the Institute for Behavior Change (IBC), and delegates responsibility for immediate telephone response to an alternate licensed psychologist whenever unavailability is anticipated. The LP meets *face-to-face* not less than once per month with supervised BSC and/or MT providers *and as necessary* to assure their full compliance with the Treatment Plan. *Supervised BSC providers have contact with the LP not less than once each week (may be by telephone occasionally)*. The LP sees children face-to-face (may involve the use of real time audio-video technology) when a psychological evaluation is conducted. If a supervised BSC and/or MT provider becomes unable or unwilling to deliver scheduled services, the LP contacts the IBC office immediately to facilitate the filling of that (those) roles until such time as alternative appropriately credentialed replacement(s) are employed.

The LP creates well thought-out, concise psychological evaluations, Treatment Plans, and other documents that express the strengths and needs of the child, based on the draft documents prepared by the unlicensed Masters-level mental health professionals operating under their supervision. The LP conducts face-to-face meetings with assigned children within 10 days of receipt of the referral and periodically reviews the quality of documentation of Behavioral Health Rehabilitation (BHR) Services delivered under his/her scope of practice. The LP displays enthusiastic, pro-active efforts to improve the overall quality and image of NBC, IBC, its staff and its services and maintains open, supportive communication with all IBC and NBC staff, providing training to IBC staff as necessary to assure their competence as providers of BHR Services and/or referring them to IBC for such training. The LP maintains appropriate, professional communication with parents/guardians, other non-NBC or IBC members of inter-agency team, and school staff regarding each assigned child’s treatment progress.

The LP attends meetings quarterly and at other times as requested by IBC Executive Director or child’s Behavior Specialist and documents all client contacts appropriately using written progress notes and notes of missed meetings as needed. The LP reviews the Treatment Plan prior to the initiation of each new authorization period, makes changes as necessary, and notifies the supervised Behavior Specialist of any changes made to any documentation of the child’s program. The LP strives to implement the IBC Executive Director’s and NBC Director’s recommendations conscientiously and promptly, submits hours worked honestly (rounding down, not up; billing at ½ hour increments with no summing of contacts for under ½ hour), submits billing within 7 days of service delivery date, maintains the confidentiality of proprietary and client information, and notifies the NBC Director *immediately* of any suspicion or impression of impropriety on the part of any staff person.

