THE INSTITUTE FOR BEHAVIOR CHANGE

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Job Description: Licensed Psychologist

The Licensed Psychologist ("*LP*") acknowledges and accepts *full professional responsibility* for all activity performed by Therapeutic Staff Support/Behavioral Health Technician (TSS/BHT) service providers, Mobile Therapy (MT) service providers, Behavior Specialist Consultant/Behavior Consultant (BSC/BC) providers and any other person who performs tasks that are billed under the supervision and/or 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 assigns responsibility for immediate telephone response to an alternate licensed psychologist whenever unavailability is anticipated. The LP meets *face-to-face* with supervised and/or MT providers *as necessary* to assure their full compliance with the requirements of the Pennsylvania Psychologists Practice Act and Department of Public Welfare requirements. The LP sees children face-to-face when a psychological evaluation is conducted, to monitor and assess the child's disposition and complete other observations and consultations necessary to complete the evaluation report. If a supervised BSC/BC 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 unlicensed Masters-level mental health professionals operating under their supervision. The LP conducts face-to-face meetings with assigned children as scheduled and periodically reviews the quality of documentation of Behavioral Health Rehabilitation Services/Intensive Behavioral Health Services (BHRS/IBHS) 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 BHRS/IBHS and/or referring them to IBC for such training. The LP maintains appropriate, professional communication with parents/guardians, other non-NBC or non-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 BSC/BC 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 14 days of the earliest service delivery date on the bill, maintains the confidentiality of proprietary and client information, and notifies the IBC Executive Director immediately of any suspicion or impression of impropriety on the part of any staff person.

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Licensed Psychologist Date Executive Director, IBC Date