



POSITION DESCRIPTION

Section One: Summary Information

JOB TITLE:	Supervisor Psychologists Registration Program and Assessor Psychologist
ACCOUNTABLE TO:	Manager Educational Psychology – School Age Services
TEAM/SERVICE:	School Age Services
WORK PATTERN:	Casual (Flexible work pattern)

PRIMARY PURPOSE OF POSITION:

The position of ***Supervisor Psychologists Registration Program and Assessor Psychologist*** exists to develop, facilitate and monitor the provision of the Psychologists Registration Supervision Program. The role requires the incumbent to have significant professional experience to act as professional mentor and guide to students undertaking the NSW Psychologists Board Registration requirements with Learning Links. At Learning Links we seek to offer high quality and rigorous training to all intern psychologists. We approach this endeavour through our emphasis on intensive supervision, enabling the intern to work toward increasingly complex practice as well as an integrated sense of professional development.

The position also acts as an Assessor Psychologist, conducting psychometric and academic assessments on children and young people in a standardised and professional manner.

Section Two: Primary Objectives and Relationships

The main objectives of this position are:

- The supervision of psychologists participating in the Psychologists Registration Supervision Program at Learning Links. The model of training specified by the Australian Psychologists Society is the scientist practitioner model and the Supervisors at Learning Links strongly endorse this model, both theoretically and practically.
- To help facilitate the growth and development of the Program.
- Bring specialist knowledge and expertise in the area of psycho-educational services and provide required professional supervision and support to Intern Psychologists.
- Providing strategic advice to the Manager, Educational Psychology, School Age Services on all aspects of the operational aspects related to the Intern Psychology Supervision Program.
- Establish strong links and partnerships with a range of professional bodies, universities and other education and community groups to support the strengthening of our workforce capacity.
- To administer Psychometric Assessments to children and young people referred to Learning Links in a professional manner.

Working Relationships:

MOST FREQUENT CONTACTS	NATURE AND PURPOSE
Manager Educational Psychology - School Age Services	To direct, provide support and oversee performance.
General Manager SAS SAS Managers	To provide overarching management and advice of SAS programs and the relationships with the Intern Psychologists Registration Program.
Educational Psychology Staff	Work collaboratively to ensure smooth and efficient administrative systems for timely responses and good customer service to clients. To develop an information flow and procedures in order to enhance the expertise and level of supervision provided within the Assessment and Registration Supervision Programs.
External Bodies (Schools, Govt Departments, Community Groups)	Establish good relationships with external partners/stakeholders to encourage growth and reputation of Learning Links as a high quality provider of educational psychology services and as an expert provider of Intern Psych Supervision.

Section Three: Primary Accountabilities/Duties

PROGRAM MANAGEMENT

Supervision of Intern Psychologists

- To act in the capacity as the Primary Supervisor (or Secondary Supervisor as required) providing individual supervision for identified intern psychologists within the Psychologists Registration Supervision Program.
- To act in the capacity as either sole-facilitator or co-facilitator providing group supervision or workshops for identified intern psychologists within the Psychologists Registration Supervision Program.
- To communicate with the Manager, Educational Psychology, School Age Services relating to the status of the Psychologists Registration Supervision Program and identified areas of potential innovative service and / or concern.
- To promote a coordinated team within the Psychologists Registration Supervision Program and to enhance staff morale.
- To ensure that all Intern Psychologists working within the Psychologists Registration Supervision Program participate in the Supervision Program in a professional manner.
- To develop and implement relevant reporting processes for intern psychologists employed within the Psychologists Registration Supervision Program.
- To liaise with the Manager, Educational Psychology, School Age Services in relation to individual psychologists employed within the Psychologists Registration Supervision Program.

ADMINISTRATION PSYCHOLOGISTS REGISTRATION PROGRAM

- To help facilitate the growth and development of the Psychologists Registration Supervision Program.
- To liaise with other Supervisors within the Psychologists Registration Supervision Program.
- To actively work with the Manager, Educational Psychology, School Age Services to support and improve current psychology services and develop innovative programs in response and as appropriate.
- To help facilitate the growth and development of the professional knowledge of students based within School Age Services' Psychology Program.
- To maintain all administrative tasks required by the NSW Psychologists Registration Board in relation to the psychologists participating in the Psychologists Registration Supervision Program.
- To continue to be involved in own professional development.

ADMINISTRATION - ASSESSOR PSYCHOLOGIST

- To actively work with the Manager, Educational Psychology, School Age Services to facilitate current psychological services.
- To liaise with the General Manager, School Age Services and adhere to all Learning Links' policies and procedures.
- To liaise with other relevant professionals within Learning Links' programs and maintain cooperative and collaborative interactions.
- To attend School Age Services meetings as necessary in order to optimise the Educational Psychology Program and ensure its relevance.
- To establish and maintain clear, concise and relevant progress notes identifying goals and outcomes.
- To provide documentation as required by the Manager/Coordinator of each/all programs in which you participate.
- To adhere to the Australian Psychological Society Code of Ethics.

ASSESSMENTS

- To conduct psychometric and academic assessments of children and young people in a standardised and professional manner.
- To conduct documented observations/screening checks on identified children and young people across a range of Learning links programs as requested.
- To provide feedback in relation to assessment results and recommendations to the family, school or agency with the relevant Manager/Coordinator.

- To discuss assessment results and relevant information with Learning Links' professionals associated with children and/or families.
- To interpret and report on Assessment results within specified timeframes.
- To participate in support (supervision) sessions with nominated Registered Psychologists within Learning Links' School Age Services.
- To conduct Reading for Life/Counting for Life face to face/online assessment results within specified timeframes.
- To conduct the initial background session with parents and family members within Learning Links' School Age Services locations and or programs.
- To make recommendations relevant to the support needs of the family and the child or young person. To research relevant support programs and information for the family.

COUNSELLING

- To observe counselling and identified children or adults on a one-on-one basis.
- To participate in workshops in order to acquire skills and knowledge relating to counselling interventions and psychological presentations.
- To develop knowledge and skills relating to relevant and recognised intervention strategies.
- To develop skills in documenting counselling intervention relevant to individual children, parents and/or family members.
- To research, observe and document intervention strategies with individual children and/or parent/family members.
- To provide interventions specific to the individual needs of children and/or parents. Interventions would be in response to the presentation and cognitive ability of the individual and might include Cognitive Behavioural Therapy, Brief Solutions Therapy, Psychodrama and Sand Play.

RESEARCH

- To undertake and participate in research for the development of specialist programs within specified timeframes.
- Relevant to the allocated research project, to provide progress information/materials to the Manager, Educational Psychology, School Age Services within specified timeframes.

PROFESSIONAL DEVELOPMENT

- To initiate, prepare and deliver training sessions to community members and professionals.
- To provide members of the local community (such as parents, agencies, schools and professionals) with written information about the services offered by Learning Links.
- To participate in Learning Links' professional development courses.

- To participate in own ongoing professional development accessing external courses in accordance with the requirements of the NSW Psychologists Registration Board.

CHILDREN AND FAMILIES

- To promote the development of positive relationships with children and families which are characterised by warmth, personal respect, support and responsiveness.
- To liaise with relevant professionals to bring about the most appropriate outcomes for individuals.

PROFESSIONAL CONDUCT

- To promote a positive image of Learning Links within the local community and within the field of education.
- To be familiar with and act according to, Learning Links' stated policies and procedures.

OCCUPATIONAL HEALTH AND SAFETY

- To adhere to Learning Links OH&S Policy and Procedure.
- Ensure all the Intern Students are aware of relevant OH&S Procedures and Policies.
- To ensure the interns adopt OHS practices in the office environment.

CONFIDENTIALITY

- To follow the Code of Professional Conduct (2004) as provided by the NSW Psychologists' Registration Board.
- Not to disclose to any person at any time any confidential information about the operations of Learning Links including (without limiting the generality thereof) Learning Links' corporate knowledge or financial affairs. This restriction on disclosure of confidential information continues to apply in the event that employment by Learning Links ceases.

Section Four: Skills, Knowledge and Experience

1. Appropriate Degree in psychology.
2. Good knowledge of current policy and educational developments in primary and secondary education.
3. Demonstrated ability to deliver a comprehensive psychology service in the School Age Services, including undertaking psychological assessments, clinical supervision, counselling and referral for students and families.
4. Sound knowledge of current research, legislation, policies and practices in relation to the education of students with special educational needs.

5. Demonstrated ability to manage projects, prioritise workloads, meet deadlines and work as part of a team with minimal supervision.
6. High level software application skills.
7. Demonstrated high level written and oral communication, negotiation and presentation skills to build relationships and engage educators, parents and students.
8. Current registration with the NSW Psychologists Registration Board as an authorised supervisor of psychologists.