

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼
HUMAN RESOURCES ENTERPRISE
PSYCHOLOGY ASSISTANT

DEFINITION

Performs psychological testing and/or limited situational counseling work in support of a psychological services program in a state mental health, children's services, correctional, or intellectual disability program; performs related work as required.

The Work Examples and Competencies listed are for illustrative purposes only and not intended to be the primary basis for position classification decisions.

WORK EXAMPLES

- Maintains records of test results, observational results, and other pertinent resident information.
- Administers standard group or individual tests to residents in any of the state institutional programs; scores and reports results in writing to the supervisor.
- Provides limited situational counseling services to residents under close professional supervision.
- Conducts preliminary research for special projects under the direction of a professional supervisor.
- Attends staff, and in-service training meetings as required.
- Conducts and reports in writing the results of psychological observations of institutional residents' behavior.
- Writes and reviews reports as required.
- Works with community service organizations and programs to manage the serious and challenging behavior of individuals with co-occurring intellectual disabilities and mental illness.
- Completes functional assessments and develops behavior support plans, which include interventions consistent with those that have been identified as "best-practice" in the professional literature and improve community provider's skills in doing the same.

COMPETENCIES REQUIRED

- Knowledge of the practice of administering and scoring various standardized psychometric tests and measurements.
- Knowledge of interviewing and information gathering techniques.
- Knowledge of experimental research methods.
- Knowledge and awareness of the function and philosophy of the employing agency.
- Ability to learn and maintain paraprofessional standards as set forth by a particular department of psychology, and the field in general.
- Ability to deal tactfully, courteously, and effectively with institutional residents, inmates, or patients.
- Displays high standards of ethical conduct by refraining from dishonest behavior.
- Works and communicates with all clients and customers providing polite, quality professional service.
- Displays a high level of initiative, effort, attention to detail and commitment by completing assignments efficiently with minimal supervision.
- Follows policy, cooperates with supervisors and aligns behavior with the goals of the organization.
- Fosters and facilitates cooperation, pride, trust, group identity and team spirit throughout the organization.

Exchanges information with individuals or groups effectively by listening and responding appropriately.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

Graduation from an accredited college or university with a Bachelor's Degree in Psychology, Special Education, Guidance and Counseling, or Human Development and Behavior;

OR

One year of full-time technical level work experience in the areas mentioned above (such as psychiatric aide, Youth Service Worker, Social Work Associate, Social Worker, Vocational Rehabilitation Assistant, Resident Treatment Worker, Vocational Instructor, or Drug Abuse Counselor) may be substituted for each 30 semester hours of the required education.

SPECIAL REQUIREMENTS

For certain designated positions at Glenwood and Woodward Resource Centers, applicants must be a Board Certified Associate Behavior Analyst with the Behavior Analyst Certification Board, or obtain the required certification within a period of time as specified by the appointing authority at the time of hire.

Effective Date: 03/12 BR