



Assistant Clinic Director

Palo Alto University Gronowski Center

JOB SUMMARY

The Assistant Director provides support to the Clinic Director to ensure the professional operation of Palo Alto University's Gronowski Center. More specifically, the Assistant Director ensures that staff, supervisors, and trainees adhere to ethical and legal standards of professional conduct and client care (as set forth by the California Ethics Code and State Laws) by overseeing that high standards of clinical training and evidence-based practices are being adhered to.

As a representative for Palo Alto University (PAU), in conjunction with the Clinic Director, the Assistant Director acts as a "gatekeeper" through ongoing oversight of clinical supervisors and trainees to ensure that ethical codes of conduct and legal mandates are abided by, while minimizing the liability of unprofessional behavior. The Assistant Director also promotes diversity within clinical training and practice, and supports the development of training-based competencies established within the science-practitioner model.

This is a full-time position. Competitive salary and full benefits. The start date is January 1st, 2018, but the position will remain open until it is filled.

JOB DESCRIPTION

- Ensures students are provided with appropriate training and experience. This includes providing training to incoming clinic students on policies and procedures of the clinic, as well as foundational competencies such as risk assessment (i.e. assessing for harm to self/others, CPS, APS reporting requirements), prior to seeing their first client.
- Provides didactic trainings throughout each training quarter.
- Provides six hours of risk coverage on a weekly basis: one shift of on-site coverage (three hours) and one shift of off-site phone coverage (three hours).
- Completes quarterly competency evaluations and provides verbal feedback to each assigned supervisee.
- Supports Clinic Director with intake process. This includes reviewing and editing intake reports; assessing client appropriateness to receive services at center, assigning clients, and participating one day per week in an intake case presentation.
- Oversees "onboarding" process of newly hired supervisors. This entails meeting with new supervisors on a regular basis, or pairing new supervisors with established supervisors, to ensure they understand clinic policies and procedures and to provide any additional support as they adjust to the clinic and their supervisory role.

- Collaborates with senior clinic managers in establishing and implementing clinic policies and procedures and provides support in the oversight of clinic managers.
- Responds to emergencies or other time-sensitive situations (e.g. records requests, subpoenas, client concerns) that might affect the clinic, or school, as a whole.
- Supervises 4 – 6 practicum students (depending on clinic need). Holds weekly one-hour individual supervision and weekly two-hour group supervision. Reviews video-recorded therapy sessions. Monitors and provides feedback on clinical documentation including weekly progress notes, treatment plans, and intake reports.
- Engages in ongoing program evaluation and development of clinic policies and procedures based on student and client needs.

QUALIFICATIONS

- Doctoral Degree in Psychology (PhD, PsyD)
- Candidate holds a current Clinical Psychologist license to practice in the state of California

SPECIFIC KNOWLEDGE, SKILLS, AND ABILITIES

- Strong foundational knowledge of California Ethics Code and state laws as they pertain to clinical practice and supervision, including HIPPA regulations.
- Excellent attendance and punctuality, collegial and diplomatic behavior at work, and work performance to the satisfaction of management are essential functions of the position.
- Prior experience functioning in an organizational capacity within a clinical setting.
- Outstanding interpersonal skills.
- Ability to establish and maintain effective working relationships with student trainees and all levels of PAU employees and faculty.
- Ability to work independently within a dynamic team environment with multiple priorities.
- Ability to work independently and as part of a team and take on new tasks that may have a high level of difficulty.
- Ability to implement change and process improvements.

Application Process: Candidates should respond with a letter of interest, CV and two clinical references addressed to Sandra Macias, Ph.D., Director, Palo Alto University Gronowski Psychology Training Clinic, 5150 El Camino Real, Suite C-15, Los Altos, CA 94022. Materials may also be sent electronically to smacias@paloaltou.edu.