

Psychological Assistant

Employer:	Caruso Psychology Professional Corporation		
Posted:	4 weeks ago	Closing Date:	May 21, 2024
ES Job ID:	15491	Location:	Sault Ste. Marie
Sector(s):	Other	Duration:	Seasonal , Temporary
Salary:	18		

Job Description:

The psychological assistant will be assisting the psychologist in a variety of assessment related activities including performing predominantly office related tasks such as computer test scoring, data entry, archiving of records, downloading computerized therapy materials, gathering psychoeducational materials, preparing materials for testing, organizing, and putting materials away, research on various psychological topics/client issues.

Depending on the applicants background, training, and education, direct client activities will range from participation in some direct client activities such as therapeutic games to resiliency building activities using therapeutic games, workbooks, journals, and computer administered social/emotional development software, using treatment goals and strategies, created, developed, and planned in collaboration with the psychologist (as well as youth when appropriate).

This position is a Canada Summer Jobs project and has some time constraints as well as other requirements. The applicant must commit to working for 30 hours per week, for a maximum of 9 consecutive weeks.

Required Skills:

Digital Skills - using technology and tools to find, manage, apply, create, and share information.

Specific experience and skills with Microsoft suite products- Word, Excel, Outlook

Mathematic skills- perform calculations, mostly adding and find information in tables

Adaptability- adjust behaviours and shift tasks when unexpected assignments or change occurs, i.e., change workplans to meet new deadlines set by the psychologist

Communication - ability to understand, receive information, and share information, i.e., listen to instructions and help clients (if assigned a client related tasks)

Maintain client integrity and respect and especially confidentiality- the ability to keep information confidential and not share any client information with anyone, outside the office, i.e., other than the psychologist

Requirements:

While there are no professional designations, the nature of the job tasks will vary depending on the applicants education, training, and experience. Pay rate may increase should the applicant be a university or college graduate with a degree or diploma in psychology or related field.

How to Apply:

Please send resume or curriculum vitae to Dr. Caruso at the following email: DrAnne@iqit.ca

If you are selected for an interview, please bring references to the meeting.