PRINCIPAL ADMINISTRATIVE POSITION DESCRIPTION
for the period of July 10, 2023 to June 30, 2024

NAME: **FLSA STATUS:** Exempt
TITLE: Child Psychology Post-Doctoral Fellow
DEPARTMENT/DIVISION: Department of Pediatrics/Developmental-Behavioral Pediatrics & Psychology

POSITION PURPOSE

The incumbent will provide clinical services to children and adolescents and participate in program development in the Division of Developmental-Behavioral Pediatrics & Psychology. The incumbent will be responsible for active participation in the development and delivery of instructional activities to medical students and residents and for service functions related to their specialty, interest, and expertise. The incumbent will provide service to the SIU School of Medicine and community through maintaining an active outpatient practice, providing consultation to service agencies as requested, and developing research in the areas of the incumbent's interest.

FUNCTIONAL RELATIONSHIPS

The Psychology Post-Doctoral Fellow reports to the Licensed Clinical Psychologist Supervisor, who reports to the Chief of the Division of Developmental/Behavioral Pediatrics, who reports to the Chairman of the Department of Pediatrics, who reports to the Dean and Provost of the School of Medicine, who reports to the Chancellor of SIU Carbondale.

DUTIES AND RESPONSIBILTIES

The following information is intended to be representative of the work performed by incumbent in this position and is not all-inclusive. The omission of a specific duty or responsibility may not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities.

Demonstrates, by actions, commitment to the mission and the behavioral standards of SIU School of Medicine. Provides excellent service to both internal and external customers through collaboration and partnership; compassion and respect; integrity and accountability; diversity and inclusion; as well as continuous learning and improvement.

I. Teaching 12%

1. Participates in the clinical teaching of medical students and residents as assigned.
2. Participates in the development of educational curriculum as assigned.
3. Participates in and/or presents pediatric grand rounds, resident rounds, journal club, resident core conference, and psychology intern training seminars.
4. Assists with supervision of psychology intern and practicum student.

II. Service (Patient Care) 80%

1. In accordance with SIU HealthCare policy, provides outpatient psychological evaluation, therapy, and consultation requested by SIU clinical faculty, house staff, and community physicians.
2. Participates in St. John's Children's Hospital/SIU Developmental Continuity Clinic.
3. Completes appropriate documentation of direct clinical services.
4. Maintains confidentiality of Department and patient information.

III. Administration 5%

1. Participates in monthly Department meetings and activities.
2. Performs assigned work safely, adhering to established Departmental safety rules and practices; reports to supervisor, in a timely manner, any unsafe activities, conditions, hazards, or safety violations that may cause injury to oneself, other employees, patients and visitors.
3. Serves on Department and University committees as assigned.
4. Attends weekly supervision with the Licensed Clinical Psychologist.
5. Performs other related duties as required.

IV. Research 3%

1. Develops research and/or collaborates with other faculty in research endeavors as appropriate.
2. Participates in QI activities as appropriate.
3. Maintains SCRIHS certification.
4. Engages in ongoing literature review in areas of interest and areas necessary to maintain a high-quality clinical practice.

SKILLS, KNOWLEDGE AND ABILITIES NEEDED FOR THE POSITION

- Knowledge and skill in assessment, consultation, and treatment of psychosocial concerns and developmental disorders.
- Effective oral and written communication skills.
- Effective interpersonal skills.
- Ability to understand and demonstrate highly ethical professional behavior.
- Ability to work well with other professionals and to communicate effectively with multidisciplinary team members.

AUTHORITY AND RESPONSIBILITY

The incumbent will not have the authority to make recommendations regarding decisions around hiring, firing, salary, disciplinary actions, or budget. The incumbent may be asked to participate in the development of policies specific to the Division of Developmental/Behavioral Pediatrics but will not make independent decisions regarding such policies. The incumbent will be expected to provide education and clinical services independently and complete related documentation, but all clinical work and documentation will continue to be reviewed by the Licensed Clinical Psychologist supervisor. The incumbent will attend at least 1 hour of

supervision weekly with the Licensed Clinical Psychologist supervisor. The incumbent is expected to seek immediate supervision in situations in which there is substantial risk of harm to a person, legal/ethical dilemmas, or otherwise find themselves requiring guidance to make a sound judgment/decision.

MINIMUM QUALIFICATIONS

- Doctoral degree (Ph.D. or Psy.D.) in clinical psychology (with child/adolescent focus), school psychology, or counseling psychology (with child/adolescent focus).
- Sensitive to the needs of underrepresented minority populations.

DESIRABLE QUALIFICATIONS

- Experience in clinical psychology and behavioral medicine/health psychology, including psychological assessment/evaluation, cognitive-behavior therapy, relaxation techniques, desensitization, behavioral parent training, and behavioral preparation for procedures.

ENVIRONMENTAL, HEALTH AND SAFETY RESPONSIBILITIES

Participates in meetings, training, and other environmental, health, and safety activities as required by SIU School of Medicine.

WORKING CONDITIONS/PHYSICAL DEMANDS

See attached Physical and Environmental Requirements Form.

_____
Incumbent Date

_____
Anna Hickey, PhD, ABPP Date
Associate Professor of Clinical Pediatrics
Developmental Behavioral Pediatrics & Psychology

_____
Douglas Carlson, MD Date
Chairman, Department of Pediatrics

PHYSICAL AND ENVIRONMENTAL REQUIREMENTS

SIU SCHOOL OF MEDICINE

Incumbent: _____ Classification: **Child Psychology Post-Doctoral Fellow**

Position No. (If applicable): _____ Department: **Pediatrics-SMS**

WORK ENVIRONMENT: ***(Check all applicable environments)***

☒ **Office**	☒ **Hospital**
☒ **Clinic**	☐ **Warehouse**
☐ **Research Laboratory**	☐ **Outdoors**
☐ **Other (Be Specific):**	

PHYSICAL DEMANDS:	Seldom	Occasionally	Frequently	Constantly	N/A
(Indicate frequency of activity during performance of position duties)	(Performed rarely less than 2% of the time)	(Performed less than 25% of the time)	(Performed 26% to 50% of the time)	(Performed 51% or most of the time)	
(Click on the Physical Demands Definitions button at the bottom of the form for a list of physical demands definitions)					
Reading	○	○	○	◉	○
Writing	○	○	○	◉	○
Speaking	○	○	○	◉	○
Close visual acuity	○	○	○	◉	○
Travel	○	◉	○	○	○
Hearing - Conversation	○	○	○	◉	○
Hearing - Other Sounds	○	○	○	◉	○
Stooping	○	◉	○	○	○
Squatting	◉	○	○	○	○
Gross hand manipulation	○	○	○	◉	○
Fine hand manipulation	○	○	○	◉	○
Working in dust, fumes, gases, or irritants	○	○	○	○	◉
Working at heights	○	○	○	○	◉
Working in extreme cold, heat and/or humidity	○	○	○	○	◉
Working in close quarters	○	◉	○	○	○
Climbing	◉	○	○	○	○
Operating motor vehicles	◉	○	○	○	○
Sitting	○	○	◉	○	○
Standing	○	○	◉	○	○
Walking	○	○	◉	○	○
Working above shoulder level	◉	○	○	○	○
Twisting	◉	○	○	○	○
Kneeling	◉	○	○	○	○
Pushing or pulling	**10 - 20 lbs.**	**20 - 40 lbs.**			○
Carrying	**10 - 20 lbs.**	**20 - 40 lbs.**			○
Lifting	**10 - 20 lbs.**	**20 - 40 lbs.**			○
Other (Please list): _____	○	○	○	○	○

I affirm the environmental and physical demands listed on this form are an accurate reflection of the requirements of this position to the best of my knowledge and belief.

I have read, understand and am capable of meeting the physical and environmental demands of this position.

Supervisor Signature _____ Date _____ Supervisor Name **Anna Hickey, PhD, ABPP**

Employee Signature _____ Date _____

HR-0195S
01/10