

## PSYCHOLOGICAL ASSISTANT

### DESCRIPTION OF WORK

This is psychometric work in the administration, scoring, and limited interpretation of the more standardized psychological tests.

Employees administer and score in a mental health, vocational rehabilitation, or academic setting a variety of standardized intelligence, aptitude, and personality tests designed to measure clinical factors such as ego-strength, vocational potentiality, school readiness, and organic brain damage.

Responsibilities include presentation of test results to a treatment committee and participation in subsequent interpretive discussions. Duties may involve roles as activity group leader or group therapy leader in fundamental supportive treatment or as consultant to public schools on basic behavioral problems. Work is generally performed under the close supervision of a psychologist and is evaluated through the acceptability of written reports and oral presentations of test results.

### EXAMPLES OF DUTIES PERFORMED

Administers to adults and children in group or individual situations, a variety of intelligence and personality tests such as the Stanford-Binet Intelligence Scales, Vineland Social Maturity Scale, Minnesota Multiphasic Personality Inventory, and Bayley Mental and Motor Scales; scores tests through use of appropriate reference tables or keys and drafts test profile.

Prepares summary report of test results and presents findings orally in evaluative conferences.

Presents test results on the more advanced instruments to a psychologist for interpretation along with pertinent observations on subject behavior or extraneous conditions which may have influenced test validity.

Leads unstructured groups of patients or clients in a variety of craft or recreational activities felt to be emotionally therapeutic; serves as group leader in supportive interactional therapy.

Advises teachers on basic behavioral modification techniques as they apply to the correction of behavioral problems, refers more complex cases to a psychologist.

Performs related duties as required.

### RECRUITMENT STANDARDS

#### Knowledges, Skills, and Abilities

General knowledge of the psychological principles applying to intelligence, aptitude, and personality assessment.

General knowledge of the use, administration, and scoring of the more standardized intelligence, aptitude, and personality tests.

Ability to gain the subjects confidence in testing situations and to recognize behavioral or environmental conditions which may affect test validity.

Ability to prepare concise reports on test findings and to present findings with oral clarity to an evaluation committee of psychiatrists, psychologists, and representatives of the supportive disciplines.

Ability to relate expressively and dynamically with other people.

#### Minimum Education and Experience

Bachelor's degree in psychology, social service, or special education from an appropriately accredited institution; or an equivalent combination of education and experience.