



Position Title: Postdoctoral Fellow
Exempt/Non-Exempt: Exempt
Title this Position Reports to: Director of Grants and Program Evaluation

Job Summary:

The Dee Norton Child Advocacy Center (Dee Norton) Postdoctoral Fellow conducts mentored clinical work and research in the child maltreatment field. Clinical work (approximately 20% of time) involves assessments with children and caregivers and evidence-based treatments for traumatized youth. The Fellow is expected to score and document direct service work in a timely manner. The Fellow also conducts clinically-relevant research and program evaluation (approximately 80% effort) in support of the Dee Norton mission and to advance the child maltreatment field. The Fellow will be expected to participate in evaluation of ongoing grants, and has the opportunity to pursue independent research ideas in areas of Dee Norton services, including collaboration and coordination of child abuse cases, forensic interviews, clinical assessment, evidence-based treatments, and dissemination/implementation science. The position requires a high level of multidisciplinary collaboration, including with internal staff (e.g., mental health, grants, finance) and community partners (e.g., medical providers, law enforcement, social services, CACs across the state). Doctorate in Clinical or Counseling Psychology required, preferably from an APA-accredited program, as well as completion of an APA-accredited internship. Experience conducting research and clinical work with child and adolescent maltreatment victims strongly desired. Prefer experience using cognitive-behavioral interventions with relevant populations.

Job Details:

This is a supervised/mentored position whose activities fall under the supervision of a licensed psychologist.

Research and Program Evaluation

- Work closely with Grants and departmental staff in the grant writing process to develop/assist in grant applications and identify measurable outcome data consistent with the goals of the grant and logistically possible within the framework of Dee Norton.
- Participates in database management, conducts data analysis, and interprets results to support program evaluation and grant requirements. Bring to the attention of the appropriate Director any difficulties in data gathering.
- Writes and monitors Institutional Review Board applications and continuing reviews, in support of research activities.
- Conducts literature searches, writes manuscripts for submission to peer-reviewed publications and conducts conference presentations relevant to disseminating findings.

Clinical Services

- Conduct mental health assessments of children, adolescents and adults. Performs initial comprehensive interview. Comprehensively documents clinical interview. Accurately interprets data from standardized measures. Formulates diagnosis and treatment plan based on comprehensive initial interview and standardized assessment results. Communicates treatment plan. Coordinates data with data gathered by collateral sources.
- Provides evidence-based treatments to children (e.g., TF-CBT, AF-CBT, PCIT). Formulates diagnosis and treatment plan. Completes documentation on time and in accordance with quality assurance guidelines. Conducts regular therapy sessions. Incorporates feedback based on therapy session review. Documents patient progress toward objectives/goals. Coordinates care with parent/guardian. Coordinates case with other professionals PRN. Terminates case with appropriate feedback, follow-up care, and referrals as needed.
- As a mandated reporter, make reports to the necessary law enforcement and/or social services agency.
- Participates in weekly staff and MDT meetings for cases. Attends weekly clinical supervision

meetings to discuss relevant cases, preliminary assessment results, and recommendations. Is prepared to discuss cases scheduled for all MDT and staff meetings. Brings required paperwork when necessary. Provide any necessary follow-up and consultation with the child, family members, other caregivers and community agencies.

- Make referrals to other community agencies when appropriate, and ensure that the services to which clients are referred are appropriate for and accessible to the client.
- Coordinate with the Family Advocate to support client services.
- Coordinate with the Child Abuse School Liaison to assure proper communication regarding any academic and behavior issues with the child's school.
- Testify in court or in depositions on behalf of clients when necessary.
- Attend weekly individual and group clinical supervision.

Administrative Responsibilities

- Maintain thorough and accurate client and research records in a manner consistent with standards of good practice, including confidential releases. Completes all paperwork in a timely manner.
- Follow policies and procedures for accurate and timely entry of data into client service system(s).
- Ensure direct supervisor and/or the Executive Director is knowledgeable about any issues that impact the safety, functioning and management of Dee Norton.
- Attend Grants and Programs departmental and organizational meetings.
- Meet any other needs as identified by the ED and/or Leadership Team.
- Abide by federal and state confidentiality and privacy requirements, as well as all Dee Norton Policies and Procedures.
- Abide by and meet all grant requirements and objectives.
- Participate in a minimum of four public awareness programs and/or community engagement events annually on behalf of Dee Norton.

Other Responsibilities

- Maintains professional standards of practice. Demonstrates responsibility/accountability for professional growth and development related to knowledge, skill competence and licensure by profession and the South Carolina Department of Health Professions. Maintains comprehensive documentation of clinical contacts to include patient name, date of birth, medical record number and length of session, and follows quality assurance guidelines on documentation. Follows profession's Code of Ethics.
- Adhere to Dee Norton's Vision, Mission and Core Values.
- Attend appropriate training workshops and conferences.
- Ensure direct supervisor and/or the Executive Director is knowledgeable about any issues that impact the safety, functioning and management of Dee Norton.
- Attend departmental and organizational meetings, as needed.
- Meet any other needs as identified by the ED and/or Leadership Team.
- Abide by federal and state confidentiality and privacy requirements, as well as all Dee Norton Policies and Procedures.
- Abide by and meeting all grant requirements and objectives.
- Other duties as assigned.

Requirements:

Background Experiences

- Doctoral Degree in a mental health related field.
- At least one year of experience working with children/families in a mental health setting.
- Experience conducting research and clinical work with child and adolescent maltreatment victims strongly desired.
- Prefer experience using cognitive-behavioral interventions with relevant populations.
- Other combinations of experience and education that meet the minimum requirements may be substituted.

Knowledge, Skills and Abilities (KSAs)

- Knowledge and ability to adhere to evidence based treatment protocols for victims of trauma.
- Excellent writing and analytic skills as evidenced by application materials, peer-reviewed publications, dissertation, or writing sample.
- Ability to engage with a wide variety of clients in a manner that is respectful and empathetic, yet able to clearly articulate the needs of the child and caregivers.
- Able to present recommendations for the child/family in a clear and concise manner, including presentations to the family, clinical supervision and multidisciplinary staff meetings.
- Ability to professionally handle highly confidential information.
- Excellent written and verbal communication skills.
- Computer literacy and proficiency with knowledge of SPSS, Excel, Word, Access, Outlook and PowerPoint necessary.
- Organizational skills necessary to handle a steady workload to include timely and professional communication with other agencies involved in a case, reports made to the proper authorities, and completion of paperwork.
- Ability to work well in multicultural teams and with diverse constituencies.

Competency Profile/Core Values Alignment

- Ability to work as a team member with a strong commitment to collaborative work with both internal and external partners.
- Demonstrated ability to establish and promote positive professional relationships, and actively contribute to creating a highly cooperative work environment.
- Desire to continually improve, seek learning opportunities and increase individual and organizational capacity.

Physical Requirements:

In this position an employee is frequently required to stand, walk, sit and reach with hands and arms. The employee must occasionally lift and/or move up to 15 lbs. Must be able to work on a computer and/or telephone for extended periods of time.

Employee Conduct:

It is the responsibility of every employee at Dee Norton to contribute to a positive work environment through: teamwork, positive, honest and effective communication, and professional interactions with co-workers, volunteers, clients and community partners.