



Job Code: 9760

Grade: 17

HCWR: N

Job Title

Neuropsychology Psychometrist

Department

Psychiatry

This position is exempt from Career Service under the CCH Personnel Rules.

Job Summary

The Neuropsychology Psychometrist is responsible for conducting psychological testing and scores psychological measures as a member of the Neuropsychology Testing Service for the Department of Psychiatry. The Neuropsychology Psychometrist is position will report to the Chief Psychologist and to the Chair of the Department of Psychiatry

Typical Duties

- Provides psychometry support through administration and scoring of psychological and neuropsychological tests across the lifespan of the patient, under the supervision of a clinical neuropsychologist.
- Documents behavioral observations to capture the mental health status of the participant
- Performs quality checks to ensure the administration, scoring and reporting of test data is complete
- Collaborates with and assists neuropsychologist in test training of doctoral students
- Assists with ordering of in tracking the use/supplies of existing psychometric materials to facilitate in the service and maintenance of testing materials and measures.
- Attends and participates in meetings as needed
- Performs other duties as assigned.

Minimum Qualifications

- Bachelor's degree in Psychology from an accredited college or university
- One (1) year of neuropsychology psychometry testing experience (academic training or work)
- Proficiency using Microsoft Office

Preferred Qualifications

- Graduate school training in neuropsychology test administration and scoring

Knowledge, Skills, Abilities and Other Characteristics

- Excellent verbal, written communication, and interpersonal skills necessary to communicate with all levels of staff and a patient population composed of diverse cultures and age groups
- Demonstrates analytical and organizational, problem-solving, decision-making, critical thinking and conflict management/resolution skills
- Ability to develop and maintain good working relationships with patients, families, and professional colleagues
- Ability to manage confidential information and abide by the parameters of HIPAA



Knowledge, Skills, Abilities and Other Characteristics

- Demonstrates attention to detail, accuracy, and precision

Physical and Environmental Demands

This position is functioning within a healthcare environment. The incumbent is responsible for adherence to all hospital and department specific safety requirements. This includes but is not limited to the following policies and procedures: complying with Personal Protective Equipment requirements, hand washing and sanitizing practices, complying with department specific engineering and work practice controls and any other work area safety precautions as specified by hospital wide policy and departmental procedures.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the personnel so classified.

For purposes of the American with Disabilities Act, “Typical Duties” are essential job functions.