



Psychology Intern

20 hours per week minimum

Unpaid

Intended to meet specified internship qualifications from the educational institution

“Ideal” Candidate:

- *Detail oriented*
- *Organized*- many small tasks to manage with frequent interruption and changing priorities
- *Trustworthy*- adhere to a strict confidentiality policy
- *Professional*- dress appropriately for a “business casual” environment, communicate respectfully with providers and clients, and have a responsible social media presence

Description of Responsibilities

Administrative

Transcribe appointment notes

Prepare correspondences for pediatrician offices and other health professionals

Bind and prepare reports

Add client information into spreadsheets and confidential reports

Score informal assessment measures using online scoring programs & psychometric conversion tables (BASC, Barkley Executive Functioning, ADHD Rating Scale, etc)

Attend meetings

Assist with projects as directed by the office manager

Marketing / Research

Perform research on new assessment measures, assistive technologies for those with learning concerns, and other areas as needed

Work on various marketing efforts and “community engagement” projects

Generate content for social media posts and newsletters (reading and reviewing relevant articles in the field)



SYNERGY

performance

Intern will gain an understanding of...

Day-to-day operations for a private psychology practice

Confidentiality protocol (safe file storage, rights and consent / releases for adults vs. minors, etc)

Referrals (what to look for, where they come from)

How a psycho-educational evaluation is scheduled, performed, and presented

Structure and formatting for psychological reports

Various assessment measures (what the tests are, what they measure, how they're scored, what the scores indicate, etc)

Provider roles (will interact with sport psychologists, clinical psychologists, counselors, admin)