

PSYCHOMETRIC TECHNICIAN

FUNCTION OF THE JOB

Under supervision, administers and scores psychological tests for adult, adolescent, and child clinical populations within the Clinical Services Division; and to perform other duties as required.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

1. Receives staff psychologist referrals of clients with mental health, substance use, and/or developmental disabilities who need psychological testing.
2. Administers, scores, and organizes results from objective psychological test instruments that assess intellectual abilities, social and emotional functioning, parenting stress, and neurocognitive status.
3. Follows testing protocols exactly as instructed.
4. Records client behavior during testing. May provide basic crisis intervention and seek support if client is in distress or unstable.
5. Operates computerized testing equipment and utilizes pen-and-paper testing kits.
6. Collects, compiles, and organizes test data for analysis.
7. Prepares and presents detailed oral and written reports.
8. Maintains client confidentiality and adheres to confidentiality statutes and requirements.
9. Provides administrative support to psychologists.
10. Manages psychological test inventories.
11. Provides error-free data entry into computerized test protocols and client demographic forms.
12. Utilizes an electronic health record, computerized department program software, internet, and database/spreadsheet/word processing programs.
13. Works as a multidisciplinary team member.
14. Assists psychologists with clinical interviews and feedback sessions.
15. Establishes and maintains effective working relationships with clients and their families, service providers, colleagues, and the general public.
16. Performs emergency government duties as assigned in event of Waukesha County Emergency Government declaration.
17. Performs other duties as required.

QUALIFICATIONS

Essential Knowledge and Abilities

1. Working knowledge of mental health disorders and treatment methods.
2. Working knowledge of case management principles and methods.
3. Working knowledge of the principles, practices, methods, and techniques used in the treatment of mental health disorders.
4. Working knowledge of psychological assessments.
5. Working knowledge of human services and health resources in the community.
6. Working knowledge of confidentiality statutes and requirements, including the Health Insurance Portability and Accountability Act (HIPAA) of 1996.
7. Working knowledge and ability to utilize an electronic health record, computerized department program software, internet access, and database/spreadsheet/word processing programs.
8. Ability to administer psychological assessments.
9. Ability to establish and maintain effective working relationships with clients and their families, service providers, colleagues, and the general public.
10. Ability to effectively interact with sensitivity with persons from diverse cultural, socioeconomic,

QUALIFICATIONS

Essential Knowledge and Abilities (continued)

educational, racial, ethnic, and professional backgrounds, and persons of all ages and lifestyles.

11. Ability to communicate effectively with clients who have mental health disorders.
12. Ability to respond appropriately to mental health emergency situations and access crisis intervention services.
13. Ability to communicate effectively orally and in writing.

Training and Experience

1. Bachelor's degree from a recognized college or university with a major in psychology or a closely related field.