



Job Title: Psychometrist

Weekly Hours: Full Time, minimum 30 hrs/wk

Supervised by: Director & Assessment Division Lead

Posting: Internal /External

Location: Antrim Drive and/or Five Forks as needed

Position Overview: Coordinates, in partnership with the Assessment Team, the administrative operations and customer experience for *each Assessment Client*. Responsible for administering and scoring psychological test batteries evaluating cognitive, academic, neuropsychological, behavioral, and emotional status in order to assist Psychologists. Accountable for maintaining standardization and up-to-date protocols throughout the life cycle of an assessment case as well as ensuring organization and inventory of all assessment materials. Psychometrist will provide detailed behavioral observations to help the Psychologist complete their evaluation, as well as proofing the Psychologist's report and assisting with recommendations. The Psychometrist will coordinate each client on their caseload, ensuring on-time completion of all aspects of the assessment process, including scoring and guaranteeing that teacher and parent components are submitted, organized, and provided to the Psychologist in a timely manner.

Responsibilities:

1. Provides over-the-top customer service to all assessment clients and their family members. Completes administration of tests in compliance with standardization protocols as prescribed by the Psychologist. Prepares materials for Client Feedback.	60%
2. Provides direct day-to-day oversight of the life cycle of the assessment case to ensure timely completion by all parties in the assessment process. This includes but is not limited to: giving and receiving parent and teacher measures, preparing for testing sessions, timely scoring of tests and measures, feedback material preparation, and case closure activities	30%
3. Takes ownership of ensuring the quality of care experienced by Vive clients, families, and involved teachers meet the Vive brand. Promotes an authentic, transparent work environment within the Assessment team. Works directly with the Director, Assessment Division Lead, and Clinical Director to ensure that our Assessment Practice is up-to-date and well-respected in the educational community.	5%
4. Attends Assessment Team staffing and coordination meetings and helps facilitate teamwork in meeting the goals of the Assessment Practice.	5%

Required Education & Certifications:

- Outstanding Customer Service



- Bachelor's Degree
- Psychometry Experience Preferred
- Masters Courses or Additional Training in Psychometrics Preferred
- Strong organizational skills
- Case Management Experience a plus

Work Environment and Physical Demands: Requires sitting, standing, and walking associated with a normal mental health office environment.