

**THE PASTORAL INSTITUTE, INC.  
JOB DESCRIPTION**

Job Title: Child & Adolescent Psychologist                      FLSA: Exempt  
Reports to: Director, Children's Counseling Program                      Date Revised: 7/3/14

**General Description**

Provides a wide variety of psychological services under the general supervision and direction of the Director of the Children's Program of the Pastoral Institute. May provide psychological consultation to other clinical staff members and referral sources as needed.

**Duties and Responsibilities**

- I. Provide psychological services to children & adolescents, to include but not limited to:
  - A. Evaluation and/or assessment, treatment planning, and the conduct of counseling for individuals, children, adolescents and families;
  - B. Psychological testing and evaluations for children and adolescents;
  - C. Maintenance of appropriate records, reports and other data pertinent to the activities of this position according to clinical guidelines;
  - D. Participation in Case Management group;
  - E. Participates in on-call rotation as required; and,
  - F. Development, maintenance, and utilization of referral services.
- II. Participate in the planning, conduct, and evaluation of the preventive and educational programs of the Pastoral Institute to include:
  - A. Workshops, clinics, or seminars for mental health personnel as well as other professionals;
  - B. Community and public educational workshops and seminars.
- III. Perform general administrative duties to include:
  - A. Participation in public relations services of the Institute as needed.
  - B. Attending required meetings as well as educational and in-service programs.
  - C. Complying with Confidentiality and HIPAA regulations.
- IV. Other duties as assigned.

**Educational Requirements**

Ph.D. or Psy.D. in Clinical or Counseling Psychology or equivalent.

**Licensure/Registration Requirements**

Currently licensed (or license eligible) as an applied psychologist in the State of Georgia.

**Experience**

A minimum of three years of post-doctoral experience relevant to the service or specialty area in which the psychologist works.

**Physical Requirements**

This position entails normal physical requirements--that is the ability to see, speak clearly, and hear. No extensive lifting, stooping, bending, carrying, or climbing is required.

Approved:

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Ronald E. King, Ph.D.  
Executive Director

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Date