

Psychology Aide Position Description



Position title	Psychology Aide
Department	Client Services
Reporting Manager	Psychology Team Manager
Direct Reports	Nil
Date prepared	30/08/2023

Position Summary

The purpose of this role is to deliver literacy and numeracy standardised assessments in partner schools; to provide support to our psychologists/ provisional psychologists in delivering evidence based group programs; and to provide reading and numeracy self-esteem evidenced based support to children in primary schools.

The position will provide high quality and evidence-based services that have the greatest impact on outcomes for children and contribute to breaking the cycle of disadvantage for children struggling to learn.

As a member of the Client Services team at Learning Links, the holder of this role lives the organisational values of excellence, integrity, collaboration, and empowerment, and contributes to a culture of trust, transparency, high performance, innovation, and care for the team.

Responsibilities and Duties

Delivery of Literacy & Numeracy Assessments

- Deliver and score literacy and numeracy standardised assessments in schools.
- Ensure accuracy in scoring assessments.
- Place data into database (salesforce).
- Respond to Psychology Program Coordinator in a timely manner.
- Ensure all data is stored in confidential filing cabinets.
- Be punctual, flexible and self motivated.

Psychology Group Programs

- Provide support to psychologists/ provisional psychologists in delivering evidence based group programs to children.
- Assist psychologists/ provisional psychologists in setting up and packing up the room for the group program.

Support Office

Suite 3, Level 1, 140 Bourke Rd
Alexandria NSW 2015
Ph: 1300 003 900

learninglinks.org.au

ABN 71 097 577 636

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Reading & Numeracy Self Esteem Support

- Deliver our evidenced based programs called “Reading for Life” & “Counting for Life” to primary school children in schools over 10 to 15 weeks.
- Complete the communication book each week in a positive way that boosts the child’s self esteem.

Communication

- Utilise strong organisational and communication skills
- Utilise strong interpersonal and consultative skills
- Be able to critically assess own performance
- Maintain accurate records and documentation.

Other duties

- Manage and maintain the highest standard of confidentiality, privacy, and security in managing client records, IT systems and operational requirements.
- Support a zero incident and injury culture and report and act on any issues in line with policies and legal requirements.

Key Performance Indicators

- Client service delivery satisfaction is at or above 60 net promoter score.
- Completion scoring and data entry on same day of testing.
- Return of all test tools within specified time frames
- Response in regards to requests for working within 48 hours.

Relationships

- Psychology Team Manager
- Psychology Program Coordinator
- Psychology Partnership Manager
- Psychology Clinical Lead
- Psychologists
- Provisional Psychologists
- Psychology Administration Officer
- Executive Manager, Psychology

Qualifications, Skills and Experience

- Psychology degree (in or about to commence 4th year of sequence).
- A demonstrated ability to work with a high level of professionalism, empathy, confidentiality and enthusiasm.

We acknowledge Aboriginal and Torres Strait Islander peoples as the Traditional Custodians of the lands, waterways and skies across Australia. We thank Aboriginal and Torres Strait Islander peoples for sharing and caring for the land on which we live, work, learn and play. We pay our respects to Elders past, present and future

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- Advanced communication, multi-tasking, troubleshooting, time management and prioritisation skills.
- Demonstrated ability to work effectively both autonomously and as a member of a team.
- Willingness to travel with a current driver's license and access to a comprehensively insured vehicle.

Physical Requirements

- Must be able to undertake regular travel in the car across NSW and fly interstate if required.
- Physical ability and range of motion including ability to be sitting, standing, walking, squatting, kneeling, bending, twisting, gripping, and climbing stairs.

Learning Links Vision, Mission and Values

Our vision

To create a community where difficulties learning are no longer a barrier to a fulfilling life.

Our mission

To provide children and young people who have difficulties learning with the skills, services and family support that will enable them to realise their potential.

Our values

- Empowerment: we are resourceful, accountable, and proactive, using our initiative to achieve positive change and outcomes.
- Collaboration: we value teamwork and the strength that comes from diversity and from joining forces to make a difference.
- Excellence: we are professional, competent, and driven, striving always to be the best we can be, in everything we do.
- Integrity: we are always reliable and dependable, guided by our moral compass.

Document Control

Completed by: Executive Manager, Psychology	Date: 30/08/2023
Reviewed by: Chief Operations Officer	Date: 31/08/2023
Version: 1.0	

Employee sign off and acceptance

Note: completed digitally in e-Recruitment system

I have read, understand, and accept the expectations of this position description.

The statements within this PD are intended to describe the general nature and level of the work being performed. This is not an exhaustive list of all duties and responsibilities associated with the position. Management reserves the right to amend and change responsibilities to meet business and organisational needs as necessary.

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