

# HOPE HAVEN PSYCHOLOGICAL RESOURCE

5610 Crawfordsville Road, Suite 200  
Indianapolis, Indiana 46224-3739  
Phone: (317) 241-HOPE 4673 Fax: (317) 241-0201  
[www.hopehavenpsych.org](http://www.hopehavenpsych.org)

## PSYCHOLOGICAL EVALUATOR

**JOB TITLE:** Psychological Evaluator  
**LOCATION:** Indianapolis, Indiana/Richmond, Indiana  
**SALARY/REIMBURSEMENT:** Fee Split  
**POSITION OVERVIEW:**

Professionals in this position serve as an Individual Contractor, rendering Psychological Assessment services to youths and adults.

Psychological Evaluator is responsible for the administration, scoring, conceptualization, and report writing of Psychological Assessments.

Psychological Evaluator must be able to complete 1 (one) report a week.

Psychological Evaluator MUST have training and experience writing full battery PSYCHOLOGICAL EVALUATIONS/ASSESSMENTS

Position may include Evenings and Weekends

### **POSITION QUALIFICATIONS:**

#### ***Minimum Education and/or Experience:***

Master's degree in Psychology or another closely related field with psychological assessment administration, conceptualization, and report writing training and experience.

#### ***Specialized Training, Certifications, and/or Other Special Requirements:***

Psychological Evaluator must be willing to travel off-site.

Must have experience and a passion for providing mental health services to children, adolescents, and adults.

#### ***Knowledge, Skills, and Abilities:***

Psychological Evaluator must establish and maintain a working alliance with the youth, their care team, treatment providers, parents, and referral source.

Psychological Evaluator will implement psychological assessments, to include Psycho-Educational, Psychological, Substance Abuse, and Psycho-Sexual assessments.

Psychological Evaluator must be able to actively listen, effectively develop pertinent treatment and clinical recommendations, evaluate the present functioning of clients; work independently and cooperatively as part of a treatment team; use a positive, strengths-based approach in working with individuals and families; relate sensitively and non-judgmentally to clients; recognize and record significant individual and family behaviors; participate in reflective supervision/consultation; hold excellent verbal and written communication skills; outstanding critical thinking, creative problem solving skills; ability to work independently; high level of initiative; professional demeanor; excellent public, employee and customer relation skills.

Psychological Evaluator must demonstrate excellent client service, even under adverse conditions, with a track record of making ethically sound decisions, managing multiple priorities with appropriate prioritizing, and an ability to effectively communicate.

Psychological Evaluator must have knowledge, skill and ability with utilizing various psychological assessments, scoring software, and the Microsoft Windows Package.

Psychological Evaluator must be able to complete required paperwork in a timely manner with detailed organizational skills and effective time management.

***Required Education and/or Experience:***

Master's degree in Psychology or another closely related field with psychological assessment administration, conceptualization, and report writing training and experience.

**ESSENTIAL JOB TASKS:**

Conducts clinical interviews, administer psychological assessments, score and interpret psychological batteries and findings, write a full psychological report.

Participates in developing person/family centered recommendations for follow-up treatment and care.

Will provide psychological assessment to a caseload of clients within diverse socio-economic, ethnic, ability, gender, sexuality, nationality, religion, racial demographics, and clinical needs.

**Additional Application Materials** (requested if offered an In-Person Interview)

(1) Sample Psychological Report

(2) Three Professional References (Name, Phone and Email address)