

Job Description

(For Positions in CAW Local 555, Unit 1)

Job descriptions do not include every duty that an individual in a position performs. They are intended to be representative and characteristic of the duties required and the level of work performed. Depending upon the size of the department or unit and its functional activities, incumbents who fall into this category may perform all of the duties listed below or, in the case of large departments or units, may be assigned to designated specialized functions.

JD #:	JD00049	Pay Grade:	9
JD Title:	Psychometrist	JD FTE Hours:	35
Job Family:	Research Coordinator		

General Description

Responsible for the administration and scoring of psychological and neuropsychological tests under the general direction of a Principal Investigator or Research Coordinator. Provide expertise in interpreting test results relative to standard norms, established criteria, and limitations of tests in terms of validity and reliability.

Representative Duties & Responsibilities

- Conduct clinical interviews with study participants.
- Conduct psychological and neuropsychological tests to assess, interpret, and report findings.
- Score assessments using established criteria and standard norms.
- Plan, assess, implement, and evaluate protocol procedures.
- Coordinate the collection, delivery, entry, verification, analysis, and reporting of data.
- Analyze data using statistical software such as SPSS and Excel.
- Write clinical reports that interpret and summarize assessment findings.
- Conduct systematic reviews of research literature.
- Recruit participants to participate in research studies.
- Plan and coordinate research meetings and conference calls with collaborators.
- Schedule assessment appointments for study participants.
- Coordinate the data collection process for analysis and reporting.
- Conduct literature and web searches to locate documents and articles relevant to current research pursuits.
- Assemble and collate recruitment packages and testing materials.
- File and maintain source documents such as consent forms and clinical records.
- Maintain and safeguard the confidentiality of study participant information.
- Remain current with new psychological assessment tools in the field to ensure industry best practices are being utilized and implemented where applicable.
- Provide feedback to participants on psychological assessment results.
- Utilize keen behavioural observation skills to identify symptoms of various psychological and behavioural disorders.
- Ensure that informed and written consent has been obtained prior to conducting an assessment.
- Review previous assessments to assist with stabilizing correct start points and to avoid duplicating measures that have been recently administered.

Supervision

- Ensures adherence to quality standards and procedures for short-term staff and volunteers.

Qualifications

- Master's degree in Psychology or related field.
- Requires a minimum of 3 years of relevant experience.

Effort

Physical Effort:

- A typical work day consists of greater than 3.5 hours of low physical effort for activities such as:
 - Intermittent periods of keyboarding for producing a variety of documents including forms, reports, and correspondence.
- A typical work day consists of up to 2 hours of moderate physical effort for activities such as:
 - Working in awkward physical positions or confined space without the possibility of frequent breaks while conducting assessments.
- A typical work day consists of up to 2 hours of high physical effort for activities such as:
 - Lifting and carrying study participants and test materials.

Mental Effort:

- A typical work day occasionally requires routine mental effort for activities such as:
 - Collecting routine information and processing routine documents such as correspondence and forms.
- A typical work day consists of greater than 3.5 hours of moderate mental effort for activities such as:
 - Scoring assessment protocols using established criteria.
 - Analyzing data using statistical software such as SPSS and Excel.
 - Recruiting participants to participate in research studies.
 - Synthesizing assessment information for psychological assessment reports.
- A typical work day consists of up to 2 hours of high mental effort for activities such as:
 - Conducting systematic reviews of research literature.
 - Conducting clinical interviews with study participants.

Working Conditions

Physical Environment:

- There are no adverse physical environment conditions inherent to the job.

Psychological Environment:

- Occasionally interacts with individuals who may be rude or upset.
- Occasionally interacts with individuals who are suffering or dealing with problems that are irresolvable.
- Occasionally required to remain at the workstation while conducting assessments.

Health & Safety:

- Possibility of physical attack from study participant while conducting assessments.

Job Description Rating Sheet

(For Positions in CAW Local 555, Unit 1)

JD #:	JD00049	Pay Grade:	9
JD Title:	Psychometrist	Total Points:	562
Job Family:	Research Coordinator		

Factor	Subfactor	Level Rating	Points
Skill	1. Applied Reasoning and Analytical Skills	5.0	105
	2. Breadth of Knowledge	2.0	13
	3. Adaptation to Change/Updating of Learning	2.5	17
	4. Interpersonal Skill	4.0	54
	5. Education and Experience	F3	123
	6. Dexterity and Coordination	2.0	12
Effort	7. Physical Effort	3.0	18
	8. Mental Effort	3.0	55
Responsibility	9. Planning and Coordination	2.5	37
	10. Responsibility for Others	2.0	33
	11. Accountability for Decisions Actions Affecting People, Assets, and Information	3.0	66
Working Conditions	12. Physical Environment	1.0	3
	13. Psychological Environment	2.0	10
	14. Health and Safety	2.0	16