

DESCRIPTION OF FPFS POSTDOCTORAL FELLOW POSITION

The [Fuller School of Psychology](#) (SOP) Postdoctoral Fellow is responsible for providing individual and group supervision and training to practicum and ACE students accruing training hours at [Fuller Psychological and Family Services](#) (FPFS). The Postdoctoral Fellow will also see their own psychotherapy clients and may be asked to teach or help lead one SOP class. The Postdoctoral Fellow will report to and receive weekly supervision from at least two licensed clinical psychologists employed by FPFS. This is a full-time, temporary position lasting for 12 months, starting during August. Satisfactory completion of the Postdoctoral Fellow position meets the California Board of Psychology's postdoctoral Supervised Professional Experience requirements for licensure as a psychologist in the state of California.

ESSENTIAL FUNCTIONS

1. Perform psychotherapy and assessment on clients provided to you by FPFS.
2. Provide individual supervision to four FPFS practicum students who provide psychotherapy to a diverse population drawn from Pasadena and surrounding communities.
3. Provide group supervision to students conducting psychotherapy via the Additional Clinical Experience program at FPFS.
4. Provide group supervision and training to students who conduct personality assessments on clients drawn from FPFS's clinical population via the Additional Assessment Experience program at FPFS.
5. Teach (or help lead) a Fuller School of Psychology class (as available).
6. Receive weekly supervision from at least two licensed clinical psychologists and one licensed marriage and family therapist.
7. Contribute to the management of FPFS through participation in weekly FPFS supervisor/staff meetings.

KNOWLEDGE, SKILLS, AND ATTRIBUTES, AND EDUCATION REQUIRED

- Must have completed all requirements for a PhD or PsyD degree in psychology prior to beginning postdoctoral training
- Must have received their psychology doctoral degree from an APA/CPA-accredited program
- Commitment to clinical practice, training, and supervision
- Excellent verbal and written communication skills
- Excellent organizational skills with attention to detail

- Proficient in the administration, scoring, and interpretation of various personality assessment tests such as: Strong Interest Inventory; Personality Assessment Inventory; Sixteen Personality Factor Questionnaire; Minnesota Multiphasic Personality Inventory

POSTDOCTORAL FELLOW PROGRAM GOALS AND OBJECTIVES

The expectation is that upon completion of the program, the postdoctoral fellow will be prepared to practice independently as a psychologist in the areas described below:

- **Goal 1:** Produce postdoctoral fellows who have strong professional identities as clinical psychologists, as evidenced in behavior and comportment that reflect the values and attitudes of psychology.
 - Objective 1A: The postdoctoral fellow will participate in clinic leadership/management meetings.
 - Objective 1B: The postdoctoral fellow will receive at least three hours of supervision each week from a licensed psychologist.
 - Objective 1C: The postdoctoral fellow will teach one class to Fuller SOP students (as available).
- **Goal 2:** Produce postdoctoral fellows who have sensitivity and skills in working professionally with diverse individuals, groups, and communities who represent various cultural and personal background and characteristics defined broadly and consistent with APA policy.
 - Objective 2A: The postdoctoral fellow will be provided psychotherapy clients from various cultural, ethnic, and personal backgrounds.
 - Objective 2B: The postdoctoral fellow will receive didactic training and supervision in working with clients with diverse backgrounds and characteristics.
- **Goal 3:** Produce postdoctoral fellows who demonstrate awareness and application of ethical concepts and legal issues in their professional activities with individuals, groups, and organizations.
 - Objective 3A: Provide regular opportunities for postdoctoral fellows to discuss legal and ethical issues with licensed psychologists.
- **Goal 4:** Produce postdoctoral fellows who develop and maintain effective relationships with a wide range of individuals including colleagues, communities, organizations, supervisors, supervisees, and those receiving professional services. In addition, provide opportunities for the postdoctoral fellow to produce and comprehend oral, nonverbal, and written communications that are informative and well-integrated and which allow the postdoctoral fellow to demonstrate a thorough grasp of professional language and concepts.
 - Objective 4A: The postdoctoral fellows will be assigned an FPFS improvement project and present their results and recommendations to FPFS leadership.
 - Objective 4B: The postdoctoral fellows will work with Fuller Theological Seminary's School of Theology and School of Intercultural Studies to recruit students to receive FPFS personality assessments.

- Objective 4C: The postdoctoral fellows will help maintain and update the FPFS personality assessment program.
- **Goal 5:** Produce postdoctoral fellows skilled at administering complex personality assessment batteries to clients, scoring and interpreting the results, writing assessment reports that integrate the results of the various battery components, and delivering the results to the client.
 - Objective 5A: Postdoctoral fellows will conduct personality assessments on clients provided through FPFS.
 - Objective 5B: Postdoctoral fellows will supervise Fuller SOP students conducting personality assessments.
- **Goal 6:** Produce postdoctoral fellows skilled at providing individual, couples, and family therapy to a diverse set of clients.
 - Objective 6A: Postdoctoral fellows will maintain an ongoing psychotherapy practice through FPFS.
- **Goal 7:** Produce postdoctoral fellows skilled at supervising clinical psychology practicum students.
 - Objective 7A: Postdoctoral fellows will supervise FPFS practicum students who provide psychotherapy.
 - Objective 7B: Postdoctoral fellows will supervise Fuller SOP students who administer personality assessments to clients recruited through FPFS.
- **Goal 8:** Produce postdoctoral fellows skilled at integrating spirituality into their assessment and psychotherapeutic interventions.
 - Objective 8A: Attend the Fuller SOP Integration Symposium.
 - Objective 8B: Participate in monthly FPFS integration in-service didactics.

COMPETENCIES EXPECTED OF THE POSTDOCTORAL FELLOW

The expectation is that upon completion of the program, the postdoctoral fellow will possess the following competencies at a level consistent with independent practice as a psychologist:

- **Professional Values and Attitudes:** Postdoctoral fellows will have strong professional identities as clinical psychologists, as evidenced in behavior and comportment that reflect the values and attitudes of psychology.
- **Individual and Cultural Diversity:** Postdoctoral fellows are competent in working professionally with diverse individuals, groups, and communities who represent various cultural and personal backgrounds and characteristics defined broadly and consistent with APA policy.
- **Ethical and Legal Standards:** Postdoctoral fellows are competent in the application of ethical concepts and legal issues in their professional activities with individuals, groups, and organizations.
- **Communications and Interpersonal Skills:** Postdoctoral fellows are competent in developing and maintaining effective relationships with a wide range of individuals,

including colleagues, communities, organizations, supervisors, supervisees, and those receiving professional services. In addition, the postdoctoral fellows produced and comprehended oral, nonverbal, and written communications that are informative and well-integrated, and demonstrated a thorough grasp of professional language and concepts.

- **Assessment:** Postdoctoral fellows are competent in administering complex personality assessment batteries to clients, scoring, and interpreting the results; writing assessment reports that integrate the results of the various battery components; and delivering the results to the client.
- **Psychotherapy:** Postdoctoral fellows are competent in providing individual, couples, and family therapy to a diverse set of clients.
- **Supervision:** Postdoctoral fellows are competent in supervising clinical psychology practicum students.
- **Integration of Psychology and Spirituality:** Postdoctoral fellows are competent in integrating spirituality into their assessment and psychotherapeutic interventions.

TRAINING METHODS, CONTENT, CURRICULUM

To accomplish the aforementioned goals and objectives, the postdoctoral fellow will be trained in the following manner:

- Receive four hours of supervision weekly from three licensed clinical psychologists.
- Receive didactic training on administering, scoring, and interpreting assessment results. This will be provided in part by working closely with a board-certified neuropsychologist.
- Receive didactic training on writing integrated assessment reports.
- Attend weekly senior staff meetings that focus on developing and implementing the clinic's vision, mission, and strategy.
- Treat clients from a variety of ethnic, cultural, social, and economic backgrounds.
- Provide supervision to several doctoral clinical psychology students in the areas of psychotherapy and neuropsychological/personality assessment.
- Receive training on how to supervise by participating in weekly one-hour group consultations along with other licensed supervisors in the clinic.
- Participate in monthly integration trainings.
- Attend annual Integration Symposium.
- Help teach at least one graduate-level psychotherapy or assessment course.

TRAINING RESOURCES

All services provided by the postdoctoral fellow will be conducted at Fuller Psychological and Family Services (FPFS) clinic in Pasadena, CA ([click here](#) for more information regarding the FPFS clinic). The postdoctoral fellow will receive the following:

- A furnished office in or proximate to the clinic
- A computer for conducting administrative tasks such as note writing, email, etc.

- A Fuller email address
- All necessary assessment protocols and access to computerized/hand-scoring tools
- Client referrals for psychotherapy and assessment
- Licensed supervision consistent with the regulations for Supervised Professional Experience (SPE) per the California Board of Psychology
- A sufficient number and quality of SPE hours to satisfy the California Board of Psychology SPE requirements for licensure
- Access to various faculty and administrative staff of the Fuller School of Psychology for consulting, mentoring, and development

METHODS OF EVALUATION OF POSTDOCTORAL FELLOW PERFORMANCE

The postdoctoral fellow will be evaluated a minimum of twice during his/her fellowship.

- All evaluations must be documented in writing, utilizing input from all of the licensed supervisors responsible for the postdoctoral fellow's work and covering the key competencies the postdoctoral supervisor is expected to achieve (as described earlier in this document).
- The first evaluation must take place no later than four months after beginning the postdoctoral fellowship.

DUE PROCESS PROCEDURE

Due process procedures are relevant when a postdoctoral fellow's behavior is deficient and/or problematic relative to performance expectations. The following due process procedures describe how FPFS will deal with deficiencies/problems exhibited by the postdoctoral fellow:

- The first level of notice to the postdoctoral fellow that his/her performance is deficient/problematic occurs during a face-to-face discussion with at least one of the licensed supervisors assigned to the postdoctoral fellow. This discussion may, but not necessarily, occur in the context of a formal performance evaluation.
- Often, the problematic/deficient performance can be satisfactorily handled via an informal face-to-face discussion between the postdoctoral fellow and his/her supervisor. However, if warranted, the next step following the face-to-face discussion will be a written summary of the discussion, written by the supervisor involved in the discussion. This written summary will be provided within five working days of the discussion and will contain a remediation plan written by the supervisor and approved by the FPFS Director of Training.
- The remediation plan will:
 - be discussed with the postdoctoral fellow in person
 - specifically describe the problematic/deficient behavior and the desired behavior
 - have a timeline of when the problematic/deficient behavior must be corrected
 - be reviewed each week during supervision to check progress

- If progress is not satisfactory, the supervisor and the FPFS Director of Training will meet to review the matter and recommend either a revised remediation plan or a recommendation to the FPFS Executive Director that the postdoctoral fellow be dismissed from the program.
- Grounds for termination include but are not limited to:
 - Insubordination
 - Serious violations of school policies or professional ethics
 - Inability to fulfill the requirements of the postdoctoral fellow position within a reasonable time frame and after reasonable interventions have been made by supervision—in the judgement of the supervisor and the FPFS Director of Training
- All termination decisions will be made in consultation with the FPFS Executive Director and the Fuller Human Resources Department.
- The postdoctoral fellow may appeal the remediation plan by first going to the FPFS Executive Director. If that is not satisfactory, the postdoctoral fellow may appeal to the Dean of the School of Psychology. The Dean's decision will be final.
- The postdoctoral fellow may appeal a termination decision by going to the Dean of the School of Psychology. The Dean's decision will be final.
- Appeal decisions will be documented in writing.
- At any time, the postdoctoral fellow may discuss remediation and termination matters with the Fuller Department of Human Resources.

GRIEVANCE PROCEDURE

Grievance procedures are invoked when a postdoctoral fellow has a complaint against the training program. The following grievance procedures describe how FPFS will manage such complaints:

Informal Resolution

When a postdoctoral fellow has a complaint against a supervisor or staff member, he/she is encouraged to communicate directly with that person. If the student does not feel comfortable talking to that person directly, the fellow is to go to the FPFS Director of Training to resolve this complaint. If the fellow is not comfortable going to the Director of Training to resolve the problem, the fellow should go to the FPFS Executive Director.

In cases where the complaint is unable to be resolved per above, the supervisor or staff member and the fellow will discuss the situation with the FPFS Director of Training or the FPFS Executive Director and work toward a resolution. After being consulted, the FPFS Executive Director will decide whether the matter needs to be brought before the Dean of the School of Psychology.

Formal Resolution

In such instances where an informal complaint resolution is not achieved, the following formal procedures are available to the postdoctoral fellow for the resolution of a complaint. These

procedures are not, however, applicable to resolving complaints involving the [seminary's community standards](#), which have their own procedures. If the fellow pursues resolution of the subject matter of a pending grievance in any forum other than that established in this document, the Fuller School of Psychology shall have no obligation to proceed any further with the matter.

1. A written grievance must be presented in writing to the FPFS Director of Training within fourteen calendar days or ten business days after notifying the FPFS Director of Training in writing of his or her intent to file a formal grievance. The grievance must (1) identify the FPFS policy, regulation, or procedure or state or federal law which is alleged to have been violated; (2) explain the manner in which it has been violated, misapplied, or misinterpreted so as to adversely affect the student; and (3) what resolution is requested. Should the formal grievance be against the FPFS Director of Training, the student should file the written grievance directly with the FPFS Executive Director. If the grievance involves the FPFS Executive Director, the Dean will oversee the grievance process.
2. The FPFS Director of Training, upon receiving the written grievance, shall deliver the grievance to the FPFS Executive Director who will appoint an investigatory committee of three senior FPFS staff members to hold an inquiry into the grievance. The investigatory committee shall hold the inquiry and make written report and recommendations back to the FPFS Executive Director within three weeks/fifteen business days of the appointment of the committee. Within one-week/five business days of receiving and reviewing the report and recommendations, the FPFS Executive Director shall accept or reject the report and recommendation of the investigatory committee.
3. If the student is not satisfied with the FPFS Executive Director's response to the Senior Staff Investigatory committee's recommended resolution of the grievance, then the FPFS Executive Director, upon receiving written notice that the resolution is not acceptable, shall deliver the written grievance, report of the investigatory committee, and the student's written notice to the Dean of the School of Psychology.
4. The decision of the Dean is final as to all grievances. The Dean will communicate his/her decision in writing to the grievant and FPFS Executive Director, and, if applicable, the FPFS Director of Training, within 30 days. Except as required to explain the basis of new evidence, the Dean's review is limited to: (1) the written grievance and any other written information/material submitted by the student in support of the grievance, (2) any written information/material submitted by the Dean in support of his/her decision, 3) review of the findings of the investigation and recommendation(s) for resolution by the investigatory committee, and (4) seminary policy, regulations, and procedures and, if applicable, federal and/or state law.

Review of the foregoing by the Dean will only be for one or more of the following purposes:

- a) To determine whether the decision-making process was conducted fairly, in conformity with prescribed procedures, and with both the individual bringing the grievance and the party against whom the grievance was brought having a reasonable opportunity to present his/her position.
- b) To determine whether the decision of the FPFS Executive Director is reasonable in light of the provisions of seminary policies, regulations, and procedures, and, if applicable, state and/or federal law.
- c) To consider new evidence sufficient to alter the decision or other relevant facts not previously brought out because such evidence and/or facts were not known to Senior Staff Investigatory committee when the FPFS Executive Director made his/her decision.

Timelines

It is the intent of the school to resolve grievances in as timely a manner as possible. However, it is recognized that in unusual circumstances adherence to the above stated time-lines may not be reasonably possible, and the FPFS Executive Director and Dean may grant time extensions as appropriate.