



**VILLAGE OF HOFFMAN ESTATES
JOB DESCRIPTION
BILINGUAL POST-DOCTORAL FELLOW**

EFFECTIVE DATE: 12/29/2023

DEPARTMENT: Health and Human Services	WORK LOCATION: Village Hall		FLSA STATUS: Non-Exempt
CLASS CODE: 7925	RANGE:	PENSION: IMRF	UNION: Non-Union
REPORTS TO: Director of Health & Human Services and Clinical Supervisor/Staff Psychologist	LEVEL OF SUPERVISION RECEIVED: Direct Supervision		LICENSE/CERTIFICATES: LPC, LCPC preferred but not required. Valid Driver's License required.

SUMMARY:

The Bilingual Post-Doctoral Fellow is a grant-funded position that provides professional services to residents and Village Staff working with Health and Human Services. The bilingual post-doctoral fellowship at the Village of Hoffman Estates Department of Health and Human Services is a 12 month, 40 hours per week, full time position. The bilingual post-doctoral fellow is expected to be on site Monday through Friday, and some weekends based on programming with two required evenings.

The Bilingual Post-Doctoral Fellow will provide individual, couple, family and group therapy throughout the course of their post-doctoral year. The bilingual post-doctoral fellow is expected to carry a caseload of 18-20 clients. Clients will consist of children, adolescents, and adults. In addition to psychotherapy, the bilingual post-doctoral fellow is also responsible for 1-2 intake assessments per week, which can vary during the course of the postdoctoral year depending on client need.

Psychological assessment is required which will be no more than 1 case per month depending upon client need and referrals. Psychological evaluations will be conducted in English and Spanish depending on the client's

The bilingual post-doctoral fellow will implement community outreach and prevention programs to the Spanish-speaking community. Programming will be based on the needs of the Spanish-speaking community and the various community organizations within the HHS network. The bilingual post-doctoral fellow will work alongside the bilingual supervisor(s) to create relationships with community organizations, assess their needs, and collaborate on programs that can meet these needs. Additionally, the bilingual post-doctoral fellow will have an opportunity to engage in community building and collaboration with the HHS nursing department to address bilingual mental health services of clients.

The bilingual post-doctoral fellow will receive a minimum of one hour of supervision per week with their bilingual primary supervisor and one hour of supervision per week with their bilingual secondary supervisor. The bilingual post-doctoral fellow is expected to audio and/or video record psychotherapy sessions (with client consent) and this material is reviewed during weekly supervision meetings.

Responds to and interacts with residents, employees, and/or others within and outside the organization in a courteous, professional, and ethical manner.

JOB NO.	ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES	FREQUENCY
1.	Provides individual, couples, family and group therapy, psychological assessment, and provides resources and referrals for additional services. Carries a caseload of 18-20 clients.	Weekly 40%
2.	Coordinates community outreach initiatives for the Latino/a/x/e community on mental health topics.	Weekly 30%
3.	Meets with outside agencies/service providers/schools to develop relationships and potential collaborations. Develops and shares knowledge of services available in Hoffman Estates and surrounding communities with staff, employees and residents.	Weekly 10%
4.	Attends weekly supervision to review case materials as required for Illinois licensure.	Weekly 5%
5.	Designs and updates department outreach materials.	Weekly 5%
6.	Maintains counseling records and confidential case files.	Weekly 10%
7.	Operates and properly maintains all tools and equipment needed to perform the essential job functions and responsibilities listed above while adhering to all safety rules and practices.	Daily 100%
8.	Participates in department monthly meetings as required.	Monthly 5%

JOB NO.	OTHER RELATED DUTIES
1.	Attends outreach events in the community in collaboration with Village departments and community partners.
2.	Administrative duties assigned from Health and Human Services.
3.	Conducts public education programs and events for citizens in the community.
4.	Responds to crisis calls/drop-ins looking for resources.
5.	Performs other duties, tasks and responsibilities as assigned.

SUPERVISORY RESPONSIBILITIES: (Select one – required)

None required

Supervisory responsibilities are required to be carried out in accordance with the organization's policies and applicable laws. **(List specific responsibilities below)**

EDUCATION, EXPERIENCE AND COMPUTER SKILLS:

The designated education and experience levels best describe the minimum requirement needed to fulfill the essential job functions. However, any combination of equivalent education or experience may be considered.

Education Level (Select one - required)

- High school education with vocational training
- High school diploma or general education degree (GED)
- Two or more years of college coursework in related field
- Associate's degree (A.A.) from two-year college or technical school
- Bachelor's degree (B.A.) from four-year college or university
- Master's degree (M.A.)
- Doctoral degree (Psy.D., Ph.D)

Degree or coursework should be in...

Clinical Psychology, Community Psychology, Counseling Psychology

Experience Level (Select one - required)

- No prior experience or training required
- Six months to one year related experience
- One to two years related experience
- Two to four years related experience or training.
- Four to ten years related experience

Additional Experience (Select as appropriate)

- Experience in supervisory capacity...
- Experience in management capacity...
- Must meet the requirements as set by the Fire & Police Commission

Computer Skills (Select as appropriate)

- Entry and processing of data
- Word Processing data
- Spreadsheet software
- Database software
- Specialized applications:

Microsoft Office, Adobe Creative

COMMUNICATION SKILLS:

English Language/Communication Skills (Select one)

- Basic skills Ability to read, comprehend, listen to and follow basic verbal or written instructions and provide appropriate feedback. Ability to read, comprehend and/or create routine correspondence and memos using proper spelling, grammar, punctuation and sentence structure. Ability to effectively convey information one-on-one or to small groups of employees or customers.
- Intermediate skills Ability to read, comprehend, listen to and follow complex verbal or written instructions from multiple sources. Ability to provide appropriate feedback by asking probing questions and/or suggesting alternative approaches. Ability to read, comprehend, create and explain to others complex correspondence, reports and/or manuals. Ability to convey procedures and policies one-on-one or in groups to employees or customers.
- Advanced skills Ability to read or interpret all types of documents including safety rules and regulations, and procedure manuals. Ability to create and edit reports and correspondence from varied source material using appropriate style and format. Clearly convey instructions to employees or team. Ability to speak clearly and effectively before groups of customers answering questions appropriately.
- Business skills Ability to read, research, and analyze general business periodicals, professional journals, technical reports, finance documents or government laws and regulations. Ability to write reports, business correspondence, manuals and draft policies and procedures. Ability to effectively make presentations and respond to questions from groups of managers, customers, citizens, or other agencies.
- Specialized skills Ability to read, analyze and interpret professional, scientific, or technical manuals, procedures, plans, schematics, maps, blueprints, licenses, and/or legal documents. Ability to respond to inquiries from managers, customers, business community or regulatory agencies. Ability to draft responses to complex or technical issues and/or effectively present technical concepts or information to managers, customers, or other agencies in concise understandable terms.

Foreign Language Skills (Complete if applicable)

- Fluency in foreign language skills is
 - A Plus
 - Preferred
 - Required
- Ability to speak and/or read, write and comprehend.

Required Language:

REQUIRED COMPETENCIES:

To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The required competencies listed below are representative of the knowledge, skills, and/or abilities required for successful job performance.

Key competencies, required knowledge, skills and abilities:

Proficiency in:

Conducting therapy, psychological assessment and crisis management. Operating a personal computer, printer, scanner, typewriter, calculator, copy machine, fax machine, and writing utensils. Bilingual (Spanish/English) required.

Working knowledge of:

IL Dept. of Human Services and IL Dept. of Public Health; American Psychological Association Code of Ethics and other relevant codes of ethics as may apply; Illinois Confidentiality Act; Illinois Abused and Neglected Children Reporting Act and the Illinois Domestic Violence Act; Current documentation standards for community health services.

Considerable ability to work within a community mental health organization; considerable ability to coordinate the needs of clients with existing resources; considerable ability to accurately assess and provide individual, couples and family counseling as well as crisis intervention in English and Spanish. Considerable ability to comprehend complex problems and to exercise sound judgement in making decisions within established policies and procedures taking into account culturally informed practices. Considerable ability to establish and maintain professional contacts with employees, residents, social service providers, and the general public; Working ability to assemble, organize, and present in written or verbal form, statistical and factual information for case management purposes; Working ability to make professional presentations of an informative and educational nature.

Ability To:

Communicate effectively verbally and in writing in English and Spanish; follow verbal and written instructions; Respond to and interact with residents, employees and others within and outside the organization in a professional and effective manner. Establish successful working relationships with other employees, supervisors and other departments; Read, write, speak and comprehend the English and Spanish language; Drive to community sites; Plan and organize complex projects involving personnel and community health programs; Compose and write reports.

Ability to work within the requirements of supervision in Illinois for post-doctoral Psychology training.

Considerable time management skills, with organizing and prioritizing tasks essential; considerable written and verbal communication skills. Some basic keyboarding skills to perform data entry and report writing functions.

Ability to manage situations considered to be stressful and crisis-oriented.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without reasonable accommodations.

(mark all 17 activities)

<u>Physical Activity</u>	----- Amount of Time -----			
	None	Less than 1/3	1/3 to 2/3	More than 2/3
Stands	_____	_____	<u> X </u>	_____
Walks	_____	_____	_____	<u> X </u>
Sits	_____	_____	_____	<u> X </u>
Uses fingers in a repetitive motion	_____	_____	_____	<u> X </u>
Uses hands to grasp, finger, handle, or feel	_____	_____	_____	<u> X </u>
Reaches with hands and arms above shoulder	_____	_____	<u> X </u>	_____
Climbs or balances	_____	<u> X </u>	_____	_____
Twists or turns	_____	_____	<u> X </u>	_____
Stoops, kneels, crouches, bends, or crawls	_____	<u> X </u>	_____	_____
Pulls, pushes, or carries	_____	_____	<u> X </u>	_____
Talks or hears	_____	_____	_____	<u> X </u>
Tastes or smells	_____	<u> X </u>	_____	_____
Operates a motor vehicle or heavy equipment	_____	<u> X </u>	_____	_____
Lifts or move 0 to 10 pounds (sedentary)	_____	_____	_____	<u> X </u>
Lifts or move 10 to 20 pounds (light)	_____	_____	<u> X </u>	<u> X </u>
Lifts or move 20 to 50 pounds (moderate)	_____	<u> X </u>	_____	_____
Lifts or move 50 to 100 pounds (heavy)	<u> X </u>	_____	_____	_____

VISION DEMANDS:

The vision demands described here including the ability to adjust focus, close vision, sharpness of vision, depth perception, peripheral vision, distance vision, hand-eye coordination or as otherwise specified by the Board of Fire and Police Commissioners, are representative of those that must be met by an employee to successfully operate the tools and equipment needed to perform the essential functions of this job.

Other Vision Demands (select if applicable)

- Absence of color blindness
- Corrected vision of...
- Uncorrected vision of...

As required by the State of Illinois to operate a motor vehicle.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job with or without reasonable accommodations.

(mark all 15 conditions)

Environmental Conditions	----- Amount of Time -----			
	None	Less than 1/3	1/3 to 2/3	More than 2/3
Customary indoor conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Customary outdoor weather conditions including extreme cold, extreme heat, and wet or humid conditions	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Non-weather conditions: extreme cold, extreme heat, and wet or humid conditions	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Works near moving mechanical parts	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Works in high precarious places, underground, or confined spaces	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Flying debris or airborne particles	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire, smoke, fumes, gases, or noxious odors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Toxic or caustic chemicals, aerosols, liquids, solvents or oils	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Risk of electrical shock	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Works with explosives or risk of radiation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vibration	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extreme illumination	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Low noise level (Normal voice tones)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Moderate noise level (Raised voice levels)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
High noise level (Shouting/ear protection may be needed)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The information listed above reflects minimum standards and illustrations of the various types of work that may be performed. The omission of specific job functions, requirements or tasks does not exclude them from the job if the work is similar, related or a logical extension of the work assigned.

This job description does not constitute an employment agreement between the employer and employee.

Recommended Approval:




Department Director

Reviewed Approval:



Human Resources Management Director

Approved:



Village Manager

Effective Date: _____

Revision Date: _____