

## **Position: Psychology Aid**



### **POSITION SUMMARY**

The Psychology Aid supports licensed neuropsychologists in delivering neuropsychological services. This includes assisting with cognitive and behavioral assessments, preparing testing materials, collecting patient histories, and supporting documentation and data analysis. The role is essential in ensuring high-quality care for patients with neurological, cognitive, or developmental conditions.

The delivery of quality service and positive interaction with our customers and coworkers is crucial to completing all tasks within this job description; therefore, the employee is responsible for establishing and maintaining interpersonal relationships with patients, visitors, and HMS employees in a courteous, respectful, and professional manner. Guidelines include all HMS policies and procedures.

### **POSITION ACCOUNTABILITIES**

1. Administer and score standardized neuropsychological tests under supervision.
2. Prepare testing environments and materials.
3. Collect and document patient histories and behavioral observations.
4. Assist in data entry, scoring, and preliminary interpretation of test results.
5. Maintain accurate and confidential patient records in the Electronic Health Record (EHR).
6. Coordinate scheduling and follow-up with patients and families.
7. Support research and quality improvement initiatives as needed.
8. Participate in team meetings and case discussions.
9. Must not provide independent clinical services or interpret test results.
10. Perform other duties as assigned.

### **MINIMUM QUALIFICATIONS**

- Bachelor's degree in psychology, neuroscience, or related field required.
- Prior experience in a clinical or research neuropsychology setting preferred.
- Strong organizational and communication skills.
- Familiarity with psychological testing tools and Health Insurance and Portability and Accountability Act (HIPAA) compliance.
- Ability to work independently and collaboratively in a team environment.

## **To Apply**

Completed HMS Employment Application may be emailed to [jobs@hmsnm.org](mailto:jobs@hmsnm.org) or

Dropped off or mailed:

1105 N. Pope Street, Building C, Silver City, NM 88061

or

530 De Moss Street, Lordsburg, NM 88045

For more information call 575-534-0788 or 575-542-2326