

## DESCRIPTION OF FPFS POSTDOCTORAL FELLOWSHIP POSITION

The Fuller School of Psychology & Marriage and Family Therapy (SOPMFT) Postdoctoral Fellowship Program aims to further develop the competency and professional growth of its fellows and prepare them for independent practice as a psychologist. Fellows will carry out their primary job duties at Fuller Psychological & Family Services (FPFS), the clinical training & community mental health outreach arm of Fuller SOPMFT. The Fellowship program offers a **General Track** program.

The General Track is designed for individuals interested in providing psychotherapy to individuals (children, adolescents, & adults), couples, families, & groups & supervising the psychotherapy activities of practicum students accruing training hours at the clinic.

Fellows will also engage in outreach activities to diverse student & community populations. Depending on the fellow's interest there may be opportunities to teach or assist in teaching one SOPMFT class as an Adjunct Professor. Fellows will participate in FPFS supervisor & management meetings & may be asked to lead projects that contribute to the growth of the clinic. The Postdoctoral Fellows will report to, & receive weekly supervision from, at least two licensed clinical psychologists employed by FPFS. This is a full-time 12 month, 2000-hour fellowship that will meet or exceed California state requirements for licensure as a Psychologist. This is a 40 hour per week position.

### Essential Functions of Postdoctoral Fellows:

- Supervise FPFS practicum students who provide psychotherapy and assessment services to a diverse population, via telehealth and in-person
- Receive four hours of weekly supervision from at least two licensed clinical psychologists, including supervision-of-supervision of practicum students
- Have opportunities to participate in weekly in-service training opportunities & lead an in-service training for student clinicians
- Contribute to the management of FPFS through participation through regular FPFS supervisor/staff meetings
- Engage in one project that contributes to the growth of the clinic and exercises program development, program evaluation, and/or program implementation skills
- Engage in outreach efforts by connecting with local schools, non-profits, churches, & community organizations
- If interested, teach a Fuller SOPMFT class (as available; type and timing TBD).
- Provide 10-15 hours per week of professional psychological services. If the fellow speaks Spanish, Mandarin, or Korean, there will be opportunities to provide psychotherapy services in one of those language, as well as receive supervision from a licensed clinician in that language.

### Knowledge, Skills, and Attributes Required:

- Must have completed all requirements for a PhD or PsyD degree in psychology from an APA-accredited program prior to beginning the postdoctoral fellowship, and have their PhD or PsyD degree officially posted on their transcript
- Must have complete an internship that meets APPIC standards
- Must have a personal commitment to clinical practice, training and supervision
- Must possess excellent verbal and written communication skills
- Must possess excellent time management and interpersonal skills

## **FPFS Postdoctoral Fellowship 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 comportsment that reflect the values and attitudes of psychology.
  - Objective 1A: The postdoctoral fellow will participate in weekly clinic leadership/management meetings.
  - Objective 1B: The postdoctoral fellow will receive four hours of supervision each week from licensed psychologists.
  - Objective 1C: The postdoctoral fellow may have the opportunity to teach or assist in teaching one class to Fuller SOPMFT students.
  
- **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 provide psychotherapy and/or assessment to 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.
  - Objective 2C: The postdoctoral fellow will participate in consultation groups to familiarize them with the consultation their supervisees are receiving on the intersection of therapy with diversity, equity, and inclusion.
  
- **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.
  - Objective 3B: Postdoctoral fellows will train and teach their supervisees on legal and ethical issues in the context of providing supervision on particular cases.
  
- **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 engage in community outreach efforts by connecting with Fuller School of Mission and Theology, as well as local schools, non-profits, churches, & community organizations.
  - Objective 4C: The postdoctoral fellows will have the opportunity to consult with a board-certified psychiatrist at least once per month.

- **Goal 5:** Produce postdoctoral fellows skilled at providing individual, couples, and family therapy.
  - Objective 5A: Postdoctoral fellows will maintain an ongoing psychotherapy practice through FPFS.
- **Goal 6:** Produce postdoctoral fellows skilled at supervising clinical psychology practicum students.
  - Objective 6A: Postdoctoral fellows will participate in supervision-of-supervision training with a licensed psychologist.
  - Objective 6B: Postdoctoral fellows will supervise FPFS practicum students who provide psychotherapy.
- **Goal 7:** Produce postdoctoral fellows skilled at integrating spirituality into their assessment and psychotherapeutic interventions.
  - Objective 7A: Postdoctoral fellows will attend the annual Fuller SOPMFT Integration Symposium.
  - Objective 7B: Postdoctoral fellows will attend the monthly FPFS integration in-service didactics.

### **Competencies Expected of the Postdoctoral Fellows**

The expectation is that upon completion of the program, the postdoctoral fellows 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 comportsment 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.
- **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 fellows will be trained in the following manner:

- Receive four hours of supervision weekly from at least two licensed clinical psychologists
- 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 a weekly one-hour group consultations, one hour of supervision-of-supervision training with a licensed psychologist each week, and a monthly reading group focused on clinical supervision
- Opportunity to participate in monthly integration trainings, weekly didactic and in-service trainings, and monthly consultation with a board-certified psychiatrist
- Attend the annual SOPMFT Integration Symposium
- Receive supervision from psychologists with expertise in integration issues.
- Teach or assist in teaching at least one graduate-level psychotherapy or assessment course.

### **Supporting Resources**

All services provided by the postdoctoral fellows will be conducted at the Fuller Psychological and Family Services (FPFS) clinic in Pasadena, CA. The postdoctoral fellow will receive the following resources to support their training:

- A furnished office in the FPFS clinic
- A Fuller computer for conducting Fuller administrative tasks such as note writing and emails
- A Fuller email address and a HIPAA compliant secure email address
- Access to a HIPAA-compliant telehealth platform account to conduct teletherapy services via video conferencing
- Access to a HIPAA-compliant electronic health records system
- 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 SOPMFT 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 will be documented in writing, utilizing input from all of the licensed supervisors responsible for the postdoctoral fellow's work
- The evaluations will cover the key competencies the postdoctoral supervisor is expected to achieve (as described earlier in this document)
- Evaluations will be conducted mid-year and end of the year
- Ongoing informal evaluations will be provided during individual supervision with the postdoctoral fellow's licensed supervisor

### **Due Process Procedures**

Due process procedures are relevant when a postdoctoral fellow's performance 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:

### Informal Notice

- The first level of notice to the postdoctoral fellow that his/her performance in a particular area may be problematic typically occurs in an informal manner, often during a face-to-face discussion with a licensed supervisor assigned to the postdoctoral fellow during the normal course of a supervision session. The expectation is that this informal notice will lead to a productive discussion that in turn will lead to the behavior in question being adequately addressed by the postdoctoral fellow.

### Formal Notice

- If the informal notice and discussions do not result in appropriate change, the next step will be a written notice to the postdoctoral fellow, written by the fellow's supervisor who has the concern. This written notice will contain a draft remediation plan written by the supervisor.
- The draft remediation plan will:
  - specifically describe the problematic/deficient behavior and the desired behavior
  - have a timeline of when the problematic/deficient behavior must be corrected
- Within five days of receiving the written notice, the fellow, their supervisor, and (as appropriate) the FPFS Director of Training will meet. During this meeting, the postdoctoral fellow will have an opportunity to discuss and respond to the written notice (e.g., ask clarifying questions, voice their concerns and perspectives, and/or suggest changes to the draft remediation plan).
- Following this meeting, a final remediation plan will be written by the supervisor (taking into account the postdoctoral fellow's input as deemed appropriate). This final remediation plan will be approved by the Director of Training and delivered to the fellow.

### Formal Appeals Process of the Remediation Plan/Decisions

The clinic's desire is that the formal notice process and the subsequent final remediation plan will lead to a satisfactory path forward for the fellow and his/her supervisor. However, if the fellow feels dissatisfied with the outcome, he/she have the right to appeal.

1. The postdoctoral fellow may appeal the final remediation plan in writing to the FPFS Executive Director within 48 hours of receiving the written summary/final remediation plan from the supervisor and FPFS Director of Training. This written appeal will include the portions of the final remediation plan the fellow disagrees with, any supporting documentation to support their claim, and the remedy the fellow seeks.
2. An Investigatory Committee (henceforth, "committee"), comprised of three senior SOPMFT staff members (including two licensed supervisors from within the clinic), will be appointed by the FPFS Executive Director to adjudicate the appeal. This adjudication process will involve interviewing the fellow, the supervisor, and others as appropriate. This committee will be named within one week of the fellow's filing of their appeal.
3. The committee will, within three weeks of being appointed, submit a written report to the FPFS Executive Director. This report will include whether to uphold the appeal (i.e., rule in favor of the fellow and accept the fellow's remedies or modifications thereof) or reject the appeal (i.e., rule in favor of the supervisor and accept the remediation plan or modifications thereof).
4. The FPFS Executive Director will review the committee's recommendations within one week of receiving the written recommendations. The FPFS Executive Director will decide whether to accept or reject the committee's recommendation. If the Executive Director accepts the committee's recommendation, the decision will be final, and implemented accordingly. If the Executive Director rejects the committee's

recommendation, then the Executive Director will issue his/her decision in writing (with appropriate explanations) and his/her decision will be final.

### **Termination**

- 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 due process procedures (described above) have been followed
- All termination decisions will be made in consultation with the FPFS Executive Director and the Fuller Human Resources Department
- At any time, the postdoctoral fellow may discuss remediation and termination matters with the Fuller Department of Human Resources

### **Grievance Process**

The grievance process is invoked when a postdoctoral fellow has a complaint against a supervisor or non-supervisory staff within the clinic that falls outside the scope of the due process procedure related to remediation plans. Examples include, but are not limited to, disagreement on how clients are assigned or disagreement on feedback received in a particular competency area.

### Informal Resolution

When a student has a complaint with a professor, staff member, or supervisor, the fellow is encouraged to communicate directly with that person. If the fellow does not feel comfortable talking to that person directly, the fellow is advised to go to the FPFS Director of Training to help resolve the problem. If the fellow is not comfortable going to the FPFS Director of Training to resolve the problem, the fellow is encouraged to meet with the FPFS Executive Director. However, if at any time during the informal resolution process the fellow feels the problem cannot be informally resolved, the fellow is free to immediately pursue a formal grievance.

### Formal Resolution

In such instances where an informal complaint resolution is not achieved, the following formal procedures are available to students 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 clinic shall have no obligation to proceed any further with the matter.

1. The fellow must submit their grievance in writing. The grievance will include specific details of any clinic, school, or seminary policy, regulation, or procedure that has been violated; the way it has been violated; and what resolution is requested by the fellow.
2. An Investigatory Committee (henceforth, "committee"), comprised of three senior SOPMFT staff members (including two licensed supervisors from within the clinic), will be appointed by the FPFS Executive Director to adjudicate the grievance. This adjudication process will involve interviewing the fellow and others as appropriate and reviewing/requesting specific documents. This committee will be named within one week of the fellow's filing their grievance.
3. The committee will, within three weeks of being appointed, submit a written report to the FPFS Executive Director. This report will include whether or not to grant the resolution requested by the fellow (or a modification thereof).

4. The FPFS Executive Director will review the committee's recommendations within one week of receiving the written recommendations. The FPFS Executive Director will decide whether or not to accept or reject the committee's recommendation. If the Executive Director accepts the committee's recommendation, the decision will be final, and implemented accordingly. If the Executive Director rejects the committee's recommendation, then the Executive Director will issue his/her decision in writing (with appropriate explanations) and the Executive Director's decision will be final.

### **Additional Information**

#### Stipend

The stipend for this position is \$54,080.

#### Benefits

Fuller's current full-time benefits package includes: - Health insurance (eligible first of month following or concurrent with date of hire); Dental insurance; Vision insurance; Life insurance (one-and-one-half times annual salary); Accidental death and dismemberment insurance (one-and-one-half times annual salary); Long term disability insurance (60% of annual salary); Short-term disability insurance at no cost to you; Voluntary accidental death and dismemberment insurance; Voluntary life insurance - Flexible spending program for unreimbursed medical expenses or dependent care expenses; Retirement Plan Employer Contribution (eligible upon meeting quarterly/yearly minimum hours requirements, see plan docs for further information); Retirement Plan Employee Contribution (eligible first of month); Three weeks of vacation a year (pro-rated if scheduled to work 30-39 hours per week); Sick leave; 12+ holidays a year

#### Timing

- Application due: 12/22/2023
- Interview notification date: 01/08/2024
- Tentative date interviews begin: 02/05/2024
- Start date: 08/26/2024

#### Application Materials

- Three letters of recommendation, including one from your primary supervisor at your internship site
- Updated CV
- Cover letter explaining why you feel you are a good match for this fellowship position

Please send this information (and/or additional questions) to both:

Ted Cosse, Executive Director  
Fuller Psychological & Family Services  
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