

# LOUISIANA STATE BOARD OF EXAMINERS OF PSYCHOLOGISTS

## POSITION POSTING

*The LSBEP is currently accepting letters of interest & resumes (with references) for **Complaints Coordinator (Contract Position)**.*

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### **COMPLAINT COORDINATOR III** **CONTRACT POSITION**

The Board is seeking a licensed psychologist interested in contracting in a Complaint Coordinator III position. The position assists the Board in carrying out its mission of public protection. The contract will be offered for a minimum of 1 fiscal year and may be increased for an additional 3 consecutive fiscal years depending on the individual's experience and performance with the Board. The Board maintains contracts with multiple Complaint Coordinators from different regions to avoid conflicts of interest. The Complaint Coordinator's role is to review complaints to identify potential ethical and statutory violations, contributing to the formulation of recommendations for adjudication. The Complaint Coordinator should be available for emergency action and may be called to provide expert or fact-based testimony in administrative hearings.

#### ***Qualifications:***

- A current, unrestricted license to practice psychology from the Board is required.
- No prior disciplinary action is required.
- Current formal training on the APA Code of Ethics is preferred.
- Training and experience in forensic settings/practice is preferred.

#### ***Duties, Tasks, Knowledge Skills & Abilities:***

- The applicant should possess knowledge, understanding, and continuing study of the laws, rules, guidelines and principles of psychology, in combination with the ability to apply such knowledge and understanding across a broad spectrum of psychological services.
- The applicant should have a passion for the profession of psychology and upholding the ethical standards of the profession with an emphasis on guarding public protection.
- The applicant should have an appropriate level of compassion for patients and consumers of psychological services.
- The applicant should be an active listener with strong written and verbal communications, making responsiveness and timeliness in Board work a priority.
- The applicant should possess strong critical thinking skills, adequate deductive reasoning abilities, and good problem-solving skills.
- The applicant needs to have honesty, good ethics, and social perceptiveness.
- The applicant should possess a good understanding of confidentiality as related to the business of the Board.
- The applicant should possess strong analytical and research skills.
- The applicant should have strong negotiating and mediating skills.
- The applicant should be detail-oriented, with strong organizational and time management skills.
- The applicant should possess strong interpersonal skills and technical skills.
- The applicant should have the ability to dedicate 10-20 hours per month to LSBEP matters.

**Payment Terms:**

The total contract amount is \$5,000 for the remainder of fiscal year 2021-22. The Board retains the option to offer a renewal of this contract. The typical reimbursement is \$200/case including preliminary and final recommendations. There is an additional \$100/hour for all meetings with LSBEP Staff, Investigator, Attorney and appearance at hearings. There is a \$100/hour for review/proof of a Formal Administrative Complaint. Also provided is travel and lodging that is preapproved/preauthorized by the Executive Director, in accordance with DOA PPM49.

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**HOW TO APPLY:**

Submit your letter of interest, current contact information & resume (with references) for the position to the attention of Ms. Jaime Monic, Executive Director. Information should be sent via U.S. Mail to 4334 S. Sherwood Forest Blvd., Suite C-150, Baton Rouge, LA 70816 or Emailed to [admin.lsbep@la.gov](mailto:admin.lsbep@la.gov)

**ABOUT LSBEP:**

The Louisiana State Board of Examiners of Psychologists (Board) is created to safeguard life, health, property, and the public welfare, and in order to protect the people of this state against the unauthorized, unqualified and improper application of psychology. This is done through vetting qualifications and examining applicants for licensure; issuing and renewing licenses to practice psychology to qualified individuals; and conducting investigations and adjudicating complaints. The Board and its employees do not discriminate through employment practices or in the performance of duties, on the basis of race, color, national origin, physical or mental disability, age, sex, sexual orientation, religious or political beliefs.

Persons well suited for an employment position with the Board value and have an awareness of individual and group rights; have an interest in work that supports the Board in fulfilling its mission of public protection; have the ability to manage and maintain confidential information; and possess an ability to understand and adhere to the Louisiana Code of Governmental Ethics.