

DR. JOHN W. LEE

Psychological Consulting

Position: Psychologist Assistant

Location: 3080 Yonge Street, Suite 6060, Toronto, Ontario M4N 3N1

Work Environment: In-person, possibility for remote work

Job Summary

Are you a Psychology Major working towards a future career in the mental health field and looking for an opportunity that will showcase your abilities, jumpstart your career, and give you real-world experience in your field of study? We are seeking academically proficient, creative, ambitious and enthusiastic applicants to join our team as a volunteer in the position of Psychologist Assistant. This unique opportunity offers valuable training and experience aimed at those who want to pursue a future career in mental health. Our practice specializes in medical/legal psychological assessment, evidence based treatment of mood disorders, consultation in behavioural finance, and sharing engaging psychological insights through social media. This job opportunity is geared primarily towards upper year Psychology Majors who are genuinely passionate about the discipline and serious about pursuing a career in mental health. Those with a special interest in Legal Studies and/or Social Media Marketing are particularly encouraged to apply.

Job Responsibilities

As a Psychologist Assistant, you will be involved in assisting with various core aspects of a private consulting practice, including file preparation for assessments, interaction with clients, communicating with referral sources and third party funding agencies, psychological test data entry, interview note taking, client file management, report proofreading, managing virtual and online services, and general administrative duties. This role will also provide you with a well-rounded understanding of relevant legislation and standards of practice for a mental health provider, and education will be provided to enhance your knowledge in this regard. Another critical aspect of the position will also include assistance with content creation via website development, blogging and social media platforms such as Instagram and Tiktok.

Required Skills:

Required skills include excellent proficiency in written and oral English, strong analytical and organizational skills, friendly interpersonal skills, familiarity with Microsoft Office, efficient typing skills, reliability and enthusiasm, as well as ability to express creative ideas. You must be able to work well in a team environment. Those who have a particular interest in legal aspects of psychology are particularly welcome. In addition, those with experience in blogging, web development, and social media management are particularly welcome. Senior students with an established history of prior employment are preferred; however, junior/intermediate students with an exceptional background and drive will also be considered.

Candidates demonstrating a positive, enthusiastic, and committed approach throughout their work tenure are ideal for this position. Additional desired traits include resilience, maturity/professionalism, emotional stability, empathy, a keenness for learning, openness to feedback, and a drive to exceed expectations.

This position is for those who see the position as a genuine opportunity for growth towards a professional career in the mental health field. There is a strong team and collaborative approach to the work environment and strong interpersonal skills are required. Being comfortable creating social media content through videos/reels is also important.

Location and Transportation

This position is an in-person role, conveniently located in Toronto at Yonge Street and Lawrence Avenue with direct access to the TTC Subway Line (Lawrence Station). It is important that applicants can reliably attend work and that a long commute does not pose as a barrier towards attendance, punctuality and energy levels.

Term

Volunteer terms are for 4 months. Available terms are between January to April, May to August, and September to December.

The hours will be determined upon interview, but would generally be 10 to 20 hours a week.

Renewal of contract for subsequent terms may be applicable depending upon performance, and may lead to paid opportunities in the future.

Application Instructions

- Please submit a detailed cover letter that speaks to who you are as a person, the reason you are pursuing psychology, your interest in this specific position, and what skills and abilities that would make you an ideal fit for this role. A generic cover letter will not be considered.
- Please submit a copy of your academic transcript.
- Please provide one psychology based academic writing sample that was submitted for a university level course that showcases your professional writing style.
- If you have any creative writing sample or blog, please feel free to submit as well.
- Please review our practice website (jwlpsychology.com), blogsite (enrichedmindset.com), tiktok channels ([@psychassistants](https://www.tiktok.com/@psychassistants) and [@drjohnleepsychologist](https://www.tiktok.com/@drjohnleepsychologist)) and instagram ([drjohnleepsychologist](https://www.instagram.com/drjohnleepsychologist)).
- In your interview, you may be asked to comment on ideas you may have for direction of social media to enhance growth.
- Please provide at least one social media video sample using tiktok that illustrates your creativity to create an educational post that is related to psychology in general or the psychology of money. The video should include your own image and voice.
- Please provide at least one social media sample using tiktok that illustrates your ability to use trends to create an entertaining or humorous post related to general office dynamics or life as an assistant. The video should include your own image and can use your voice or can use a trending sound.
- Please send all information to drlee@jwlpsychology.com
- Please provide a written reference letter or the contact information of a reference who can speak to your previous work performance, academic performance, or your character in general
- Suitable applicants will be contacted for in-person interview