

**PEDIATRIC MEDICAL ASSISTANT/PSYCHOLOGY ASSISTANT**  
**(BILINGUAL SPANISH)**

*New York Center for Child Development (NYCCD)* is seeking full time or part time Assistant(s) to assist its Licensed Psychologists working in pediatric primary care settings under a New York City grant and a under a federal grant, both grants focused on screening and treating very young children and their families for emerging social emotional challenges.

The work will take place at primary care facilities in East Harlem in Manhattan and/or Hunts Point in the Bronx.

The Assistants will provide family intake in a busy pediatric practice to insure that screening required by the grants governing our activities are conducted, will assist parents in completing screenings to reflect the social emotional development of their children, will score screening instruments for approval by the mental health professionals, will answer parent questions, serve as a liaison between Licensed Psychologists and hospital/clinic staff, schedule follow-up visits of families and children and provide parent outreach. They will assist the mental health professionals in maintaining patient records in primary care settings and in the NYCCD database, and prepare ongoing reports to track grant progress and performance. Computer literacy is essential and the Assistant must be very skilled in Microsoft Office applications including Excel and comfortable with data entry in our database.

The Assistant must be comfortable and effective working with babies and children, parents, and professional staff.

**Job Requirements:**

BA/BS degree or higher preferably in psychology, social work or a related human service field.

Fully Bilingual English/Spanish with the ability to translate.

Strong computer facility including database entry and Microsoft Excel skills.

Strong communication and relationship skills.

**Desired Qualities and Skills:**

Prior experience as medical assistant or in other medical or psychological or social service role.

Strong academic record.

Familiarity with the Harlem or South Bronx community.

About Us:

***New York Center for Child Development*** is a dynamic and growing early intervention, special education preschool and early childhood mental health program committed to excellence in the education and treatment of young children with special needs.

If you want to be part of a highly motivated team of collaborative professionals working at the cutting edge of early childhood mental health and child development, please send current resume to:

Email            [careers@nyccd.org](mailto:careers@nyccd.org)

Facsimile        212-750-5334

Please enter “Medical Assistant” in the subject line.

- Location: East Harlem, Manhattan and Hunts Point, Bronx
- Compensation: Competitive Salary and Benefits for full time applicants
- This is at a non-profit organization.