



British Virgin Islands Health Services Authority

Vacancy Notice No. 28 of 2026

PSYCHOMETRIST (COMMUNITY MENTAL HEALTH)

The BVI Health Services Authority (a client-centered healthcare organization) invites qualified and professional applicants for the position of **Psychometrist**. This post is responsible for the administration and scoring of psychological and neuropsychological tests and accurately scoring the assessments with appropriate norms while providing detailed behavioral observations that may aid in test interpretation and conduct bio-psychosocial evaluations.

PRIMARY DUTIES & RESPONSIBILITIES (*included but not limited to*):

1. Assist clinical psychologists in the selection of psychological tests to be administered and scored.
2. Adapt the administration of tests to the specific needs of each patient while staying within the standardized procedures set forth for each specific test.
3. Score test administered, including objective personality test administered by psychologists.
4. Ensures that patients referred to the service demographic information is collected in a timely manner as well as perform bio-psychosocial evaluations.
5. Discuss the progress of patients with other health professionals; keep psychologists informed of their status.
6. Write progress notes in the patient's file to keep personnel informed of the status of referral.
7. Assist with research projects and special groups.
8. Provide for the exchange of appropriate patient care and clinical information when patients are referred. Provide data for psychologists who will contribute to the assessments of a patient's needs, the organization's capability to provide care or treatment, and the appropriate level of care.
9. Participate in improving organizational performance through recommending areas of approaches for improvement of activities, performing new procedures, collecting data, and providing input to departmental discussions.
10. Updates, review and ensure timeliness, accuracy, availability and security of information for returning patients whose case file has been inactive for six (6) months or more.
11. Comply with infection control and health and safety policies and procedures.
12. Understands, adheres to and model core standards as defined organizationally and specifically within the department/unit.
13. Advises patients that all information gathered is confidential except for information that indicates any person may be a danger to themselves or others that may be in a situation where a criminal offence is being committed or if the court requires the assessment.
14. Ensures that a response letter to the referring agencies or practitioners after presentation at treatment planning clinical meeting, indicating date of completed intake, provisional diagnosis and treating therapist.
15. Perform other duties as assigned.

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MINIMUM REQUIREMENTS:

Educational/Training Requirements/Experience

- ❖ Bachelor's Degree in Psychology from an accredited University
- ❖ Minimum of two (2) years' experience in a mental health facility administering and scoring psychological tests

Key Knowledge and Skills

- ❖ Ability to listen to non-judge mentally and communicate clearly without getting personal feelings involved
- ❖ Sound oral and written communication skills
- ❖ Mature person with good judgement and the ability to manage group programs
- ❖ Strong knowledge of key community resources for referrals
- ❖ Ability to provide crisis interventions
- ❖ Exhibits emotional maturity, warmth, empathy, reliability, tact, integrity and good judgment

Physical Demands and work environment

- ❖ The physical demands are minimal and typical of similar jobs in comparable organizations
- ❖ The work environment is representative of and typical of similar jobs in comparable organizations
- ❖ Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

Quality Assurance

- ❖ Contributes to the improvement and maintenance of the BVIHSA quality management system.

SALARY: \$40,284.00 - \$52,374.00

CLOSING DATE: 24th September 2026

To apply, please send curriculum vitae (resume) and letter of application to:
Human Resources Manager, BVI Health Services Authority, P. O. Box 439, Road Town, Tortola VG1110, British Virgin Islands
E-mail address: employment@bvihsa.vg