

Job Description

Internship Coordinator



JOB TITLE:	Internship Coordinator
DEPARTMENT:	Behavioral Health Program
REPORTS TO:	Behavioral Health Program Director
SUPERVISES:	Behavioral Health Therapist Interns
STATUS:	Full Time, Regular
FLSA:	Exempt
WORK SCHEDULE:	9 AM – 5 PM
SALARY:	\$62,000 - \$65,000

PURPOSE

We are a team that values reducing barriers to accessing services, working within the community, and providing culturally responsive services. We are looking for candidates who have a background working with family systems and an interest working with both adults and children. The Internship Coordinator position is a dual role function comprised of providing clinical supervision and administrative support to eight (8) to ten (10) Mental Health Therapist interns (70% of position) and providing all aspects of mental health services to a caseload of participants (30% of position). The Internship Coordinator is expected to participate in the recruitment, interviewing, training, managing and evaluation of intern performance, including the assignment of participants, and directing caseload and work. This position will also work to ensure successful compliance with graduate program expectations. As a Mental Health Therapist, the Internship Coordinator will also provide direct care to participants using evidence-based models.

ESSENTIAL DUTIES

Internship Program Coordination

1. The Internship Coordinator ensures the internship program provides Mental Health Therapist Interns with an experience that will prepare them to be competent, well-rounded, entry-level mental health professionals with competencies enabling them to work in a community-based setting providing evidence-based practices and services serving with low-income children youth and their families.
2. Internship Coordinator actively ensures the Internship Program provide students with an opportunity to integrate the knowledge and skills acquired in their graduate programs, focusing on establishing effective counseling relationships and refining the skills necessary to facilitate Atlantic Street Center's participants growth and development.
3. Internship Coordinator serves as liaison between Universities and Atlantic Street Center.
4. Internship Coordinator oversees the internship program ensuring quality by implementing evidence-based, promising and best practices while consistently meeting external contract compliance standards including: WAC, RCWs, and King County Policies and Procedures.
5. Leads all aspects of the internship recruitment process including screening, enrollment, orientation and other forms of support necessary to prepare students to participate in the Counseling Program Internship program.
6. Provide active leadership to the Internship Program (staff and interns) through supervision and reviews, consultation, training and support in accordance with agency values and guidelines.
7. Ensure the training, support, and use of evidence-based practices in the delivery of services to Atlantic Street Center participants.
8. Actively manages interns' performance goals and professional development in accordance with agency expectations and their internships' contracts.
9. Ensure interns paperwork and data are submitted accurately, complete and on time data in accordance with agency rules and expectations.
10. Liaison to internship programs working with faculty and staff to promote cooperative relationships that will result in internship opportunities.
11. Provides individual and group supervision.
12. Maintains and updates internship program information as necessary.
13. Proactively evaluate individual and overall program performance on a regular and ongoing basis; use collected data and information to make needed improvements

Direct Therapeutic Services

14. Provides services to a caseload of up to 6 active participants.
15. Delivers comprehensive therapeutic services to assigned participants through a community-based approach that creates positive linkages between children, youth and their families, their community and schools to improve the overall level of functioning and resiliency of participants.
16. Utilizes evidence-based psychotherapeutic treatment methods to assess and treat children or families presenting with wide range of mental health and/or psychosocial disorders in individual, family and group settings.
17. Responds to participants in crisis, coordinates with additional services and resources and amends treatment plans appropriately.
18. Conducts comprehensive psychosocial diagnostic assessment addressing numerous life domains utilizing interviews, support system, available clinical records, observations and possibly tests.
19. Develops and implements collaborative comprehensive treatment plan using Evidence Based Practices with clearly identified goals. Modifies treatment plan as needed to reflect changes in client's status and progress.
20. Provides effective and timely services and follow-ups in accordance with treatment plans; including collaboration with other providers associated with multi-system involved children/youth and their families (e.g. schools, juvenile rehabilitation, children's administration/DCFS, and Department of Developmental Disabilities).
21. Actively maintains a shared Outlook-based calendar that facilitates participant support, treatment, administrative requirements, and attendance at meetings. This includes self-managed scheduling of appointments with assigned participants.

Reporting and Documentation

22. Prepares and maintains all required treatment records and reports.
23. Adheres to program standards for documentation including updating ETO database records for assigned clients.
24. Maintains confidentiality of records in accordance with HIPAA and other federal, state, and county guidelines.
25. Complies with administrative documentation and fee collection protocols

OTHER DUTIES

- Abide by the agency's confidentiality policies.
- Support and comply with the values, policies and practices of Atlantic Street Center.
- Actively participate in agency life and program activities. This includes school and agency meetings, supervision and consultation.
- Maintain a flexible work schedule to provide efficient services to participants and meet program goals (this includes work in the evening).
- Attend and participate in weekly Leadership Meetings with the Counseling Department's leadership team.
- Plan and facilitate twice monthly Intern Meetings.
- Perform other duties and special projects as assigned by the Behavioral Health Program Manager.
- Provide occasional support or consultations as needed to promote counseling services with other Atlantic Street Center programs or to external agencies.
- Represent Atlantic Street Center at internal/external meetings pertaining to assigned clients.
- Submit personal timesheets, expenses, leave requests or other administrative requirements to supervisor in a timely fashion.

QUALIFICATIONS

- Master's Degree in one of the Mental Health/Social Services sciences.
- Must be Licensed as a Therapist or Social Worker in the State of Washington and meets criteria as a Child Mental Health Specialist; excellent communication skills both oral and written.
- A minimum of 4+ years of experience providing counseling services to ethnically-diverse children, youth, and families who are experiencing poverty.
- At least one year of supervisory/management experience in human services; clinical experience in crisis assessment and treatment with multi-system involved families. Preferred Approved Clinical Supervisor.

- Strong clinical skills and knowledge base of clinical care standards in the treatment of adults, children, and families, including those families affected by multiple issues (abuse, neglect, domestic violence, chemical dependency, etc.).
- Proven ability to deliver effective Community Based and evidence-based counseling services.
- Work effectively under pressure and temporary increases to work load.
- Computer skills and proficiency with Microsoft Office suite software a must.
- Experience working with (ETO) and similar Electronic Records Management system software/databases preferred.
- Strong organizational skills and timely follow-up managing complex tasks associated with providing services to multi-system (e.g. schools, juvenile rehabilitation, children's administration/DCFS, and Department of Developmental Disabilities) involved youth and their families.
- Solid communication (written and oral), collaboration and intervention skills.
- Proven ability to work successfully in a multi-cultural/multi-ethnic environment.
- Able to balance competing demands and maintain effective working relationships with program stakeholders' staff and participants.

WORKING CONDITIONS

- Position requires working a schedule which includes some evenings.
- Must be able to access clients at all locations served by Atlantic Street Center and places frequented by clients, including their home.
- Position requires driving your own vehicle whenever necessary to meet program needs.
- Valid WA state driver license and car insurance is required per state law.
- Wide range of physical activities – from sitting for long periods to bending, stooping, to frequent walking. Able to lift up to 15 pounds.