

The Maple Counseling Center

<https://www.tmcc.org/job/intake-supervisor-and-training-coordinator/>

Intake Supervisor and Training Coordinator

Description

REPORTS TO: Clinical and Program Director

Hiring organization

The Maple Counseling Center

Employment Type

Part Time

Job Location

9107 Wilshire Blvd, LL, 90210, Beverly Hills

Date posted

January 31, 2020

The Maple Counseling Center (TMCC) is seeking an Intake Supervisor and Training Coordinator. The Maple Organization is preparing to relocate to a new facility in late 2020 or early 2021, and we look forward to future growth of our organization.

Organizational Background: The Maple Counseling Center (TMCC) is a nonprofit organization that provides affordable mental health services for those in need throughout the greater Los Angeles community. Fees are assessed based on each individual's income. Beginning as a 'grassroots' organization in 1972, TMCC provides services to over 3,500 people of all ages at the agency's headquarters facility, in school-based programs, and through community partnerships. TMCC is known in the clinical community as a highly regarded training center for graduate students working toward licensure in the field of mental health.

Responsibilities

The position includes three primary components: coordinating intern training, oversight of the intake program, and cultivating and assigning volunteer off-site supervisors to interns.

The position provides an opportunity to work closely with the Center's interns and play an integral role in the day-to-day operation of the agency.

Key responsibilities:

- Oversee the flow of the intake process for adult clients from screening through the beginning of counseling, with the goal of prompt/efficient assignment to a counselor.
- Review completed intakes to ensure proper assignment and secure outside referrals when necessary.
- Develop and execute intake training program for all first year interns, including assessment and diagnosis.
- Ongoing consultation with clinical staff and interns.
- In collaboration with the Clinical and Program Director, develop the training curriculum for TMCC interns, including recruitment of presenters.
- Recruitment/interviewing/assignment of all potential voluntary supervisors for MSW and MFT associates and trainees.

Administrative Responsibilities:

- Work closely with administrative support staff to oversee and facilitate intake scheduling.
- Interface with Finance Department on issues related to client fee setting.
- Attend weekly staff meetings.
- Responsible for the implementation and administration of continuing education units

(CEU) available for licensed professionals, including TMCC's alumni.

- Oversee the evaluation process for all speakers (trainings) and for off-site supervisors (intern progress).
- Provide monthly statistics for Intake Program.
- Implement and administer continuing education unit (CEU) program for licensed professionals.
- Keep the Clinical Program Director fully informed of any legal or ethical issues on an ongoing basis.

Qualifications

- MFT or MSW required/license eligible. License is a plus.
- Good oral and written communication skills.
- The ability to problem solve and think critically.
- Agency experience would be beneficial.
- Above all, want to hire an individual with the capacity and desire to improve processes and maximize efficiency.

Job Benefits

This is a part time nonexempt hourly position – 20-28 hours per week.

\$30-36 per hour

Contacts

PLEASE SUBMIT RESUME AND COVER LETTER VIA E-MAIL TO NMACKENZIE@TMCC.ORG.

COVER LETTER IS REQUIRED FOR CONSIDERATION. NO TELEPHONE CALLS,