

Maria Droste Services of Colorado, Inc.
dba: Maria Droste Counseling Center

Job Description

Title: Combined Program Coordinator/Fellow

Reports To: Options and Children First Director

This position is part of the **Maria Droste Counseling Center Fellowship**--a 2-year program that supports and facilitates the ongoing development of micro, mezzo and macro skills of mental health professionals working toward licensure in the fields of Clinical or Counseling Psychology, Social Work, or Marriage & Family Therapy.

Qualifications:

- MA or doctorate degree in Clinical or Counseling Psychology, Social Work, or Marriage & Family Therapy and activity working toward certification and licensure in State of Colorado (CAC, LPC, LCSW, LP, LMFT).
- Registered with DORA.
- Direct clinical experience with, and training in, underserved populations.
- Desire to work with children and families.
- Enthusiasm for and desire to develop and grow administrative/macro skills.
- Interest in, and commitment to, being part of Fellowship and engaging in required Fellowship activities (groups, supervision, training).
- Experience/Strong potential to multitask, organize, work autonomously to develop creative solutions to problems, communicate and teach complex concepts, lead others, and flex and tolerate ambiguity in a growing program.
- Commitment and sensitivity to multicultural awareness, humility, and inclusiveness.
- Passion for working in a non-profit setting, developing new programs and service lines, advancing the mental health services for underserved populations, and flexibility in clinical placement and populations served in order to improve access where needed.
- Experience supervising or managing employees or strong potential to lead and manage interns in a clinical setting.
- Bilingual ability desired.

Purpose: This position is responsible for supporting the Access Center and Options, SMHP, and Children First programs, and serving the mission of Maria Droste by providing a competent, inclusive and skilled access point for clients seeking quality

mental health care. This position will oversee the Access Center team, and implement policies and program measurements to improve efficiency and effectiveness of Access Center. This position will also support administrative and clinical aspects of Children First and Children First counselors. This position will keep an emphasis on inclusion and equity when considering client access pathways as well as overall experience of Options/Children First clients. Lastly, this position will require strong attention to outcome measures and other program assessment tools.

Duties:

- **Program Administration**
- **Direct Clinical Services**
- **Training, Consultation & Supervision**

Program Administration (50%)

- Direct supervision of Access Center team in weekly individual check ins and monthly track specific group meetings.
- Update materials, manuals, and policies to improve client experiences and MDCC's effectiveness at providing inclusive and equitable services.
- Provide ongoing support and consultation to interns and fellows throughout the year.
- Provide ongoing support and communication to clinical supervisors and program staff.
- Draft agendas, reports, and contracts for CPO and Options/Children First Director
- Research best practices, service opportunities, compliance and credentialing standards, referral and partner relationships.
- Coordinate and support program evaluation.
- Troubleshoot problems within programming.
- Attend weekly program team meetings.

Direct Clinical Service (50%)

- Provide 10-16 hours of direct service hours to underserved and diverse clients in one or more programs. Please note: Each fellow position has clinical hour and billing requirements and monthly documentation and follow-up with program lead.
- Provide 4-10 hours weekly of direct service in the Access Center (please note that this is in addition to direct service hours).
- Complete timely, accurate, and clear outcome measures and record documentation in EHR in line with program and compliance policies and procedures.

Training, Consultation & Supervision

- Provide training and support to clinicians and supervisors on record keeping, billing, credentialing, Children First policy and overall program compliance requirements, as well as policies for therapist/client referral processes.
- Year 1: Co-facilitate a weekly group supervision with licensed clinician for interns.
 - Receive 1 hour individual or paired supervision weekly.
 - Receive 1 hour group supervision every two weeks.
 - Receive 1 hour weekly supervision for administrative work.
- Year 2: Provide clinical supervision of one to two interns.
 - Receive 1 hour individual or paired supervision biweekly.
 - Receive 1 hours group supervision every two weeks.
 - Receive 1 hour of supervision for administrative work.

Hours, compensation and benefits:

- Competitive non-profit salary
- Paid time off, 403b, 100% health benefits
- Professional development
- Regular group and individual clinical supervision for candidates seeking licensure
- Flexible work schedule and opportunity to work remotely for portion of responsibilities
- Access to onsite gym