

Position: Options Program Coordinator

Reports to: Options Director

Supervises: AC Team

Position Hours: 20 hours per week (With possibility of full-time pending a clinical caseload.)

Position Open/Close: January 1, 2022 - February 1, 2022

Start Date: March, 2022

Maria Droste Counseling Center collaborates in healing Coloradans struggling with mental health, regardless of their ability to pay. We collaborate with partner sites in the community to bring mental health services to where people already live and receive care, including schools, medical settings, senior living facilities, affordable housing, and family justice centers. Additionally, we provide counseling services to individuals, couples, and families through our traditional outpatient programming.

Job Summary: The Options Program Coordinator will coordinate the Options Program, including the Access Center, at the direction of the Options Director.

Access Center oversight includes responsibility for managing Options Program and SMHP referrals 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 oversees the Access Center team, identifies the need for new policies/procedures and program measurements to improve efficiency and effectiveness of the Access Center. This position will keep an emphasis on inclusion and equity when considering client access pathways, as well as overall experience of clients. Lastly, this position will require strong attention to outcome measures and other program assessment tools.

Options Program oversight includes responsibility for managing caseloads for Options interns/fellows, collaboration with SMHP Director, as needed, to ensure effectiveness and efficiency of the Options program, which includes SMHP. This position collaborates with the Program Team to ensure accurate training is provided to all Options providers and to complete Options program evaluation.

Clinical Caseload expectations TBD based on position hours/week.

Essential Duties and Responsibilities:

- Direct supervision of the Access Center team in weekly individual check-ins and 3x/monthly track specific group meetings, including regular EHR note signing (2 hours/week for individual check-ins (30 min individual check-in per intern); .75hours/week for track specific supervision).
- Update materials and guides to improve client experiences and MDCC's effectiveness at providing inclusive and equitable services (average: 0 hours/week, 1-2/week in March-May)
- Oversee Task List, sign call log notes, manage flow of intakes, and create/modify procedures to improve therapist matching/referral processes (4-5 hours/week)

- Provide ongoing support and consultation to Options/Combined Track interns and fellows throughout the year (1 hour/week).
- Provide ongoing support and communication to clinical supervisors and program staff (1 hour/week).
- Coordinate and support program evaluation (average 1 hour/week, 4-8 hours/week March-May).
- Troubleshoot problems within programming (1 hour/week).
- Attend weekly program team meetings (1 hour/week).
- Provide training and support to clinicians and supervisors on Options program requirements, including record keeping, billing, overall program compliance requirements, as well as policies for therapist/client referral processes (0-2 hour/week).
- Provide training to the AC team for Summer and Fall start interns and throughout the academic year, as needed (average: 0 hours/week, 4-8 hours/week in June and August).
- Supervise macro social work student (individual task supervision) providing administrative support to programs, and clinical therapists as needed (1 hour/week macro task supervision; 0-2 hours/week support)
- Collaborate with Options Director to create new/revise existing policies and procedures within the Access Center to ensure efficiency, effectiveness, and compliance (average: 0 hours/week, 1-2/week in March-May).

Knowledge, Skills & Abilities:

- Direct clinical experience with and training in underserved populations.
- 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 to high quality service delivery and excellent customer service
- Commitment and sensitivity to multicultural awareness, humility, and inclusivity
- Commitment to working in the mental health service industry and with underserved and diverse populations.
- Commitment to upholding ethical/legal standards and obligations
- Experience supervising or managing employees or strong potential to lead and manage interns in a clinical setting.
- Bilingual ability desired.

Education:

- MA or graduate degree in Clinical or Counseling Psychology, Social Work, or Marriage & Family Therapy or licensure in the State of Colorado (CAC, LPC, LCSW, LP, LMFT), or working toward completion of MA by June 2022.

Credentials:

- MA, MSW, MFT or CAC, LPC, LSCW, LP, LMFT (by June 2022)



Hours, compensation and benefits:

- Salary commensurate with experience (\$20/hour)
- Flexible and remote schedules, as appropriate
- Vacation/personal days/Mental Health Days, 100% paid Employee healthcare benefits (full-time only), 403b plan, gym on site
- Professional development opportunities
- Access to clinical professionals for consultation and support
- Mission oriented organization with strong reputation in the community

To apply: Please send letter of interest and resume to Access Center Director, Kate Trewartha, at kate_trewartha@mariadroste.org.