



Job Title: **Internship Coordinator**
Reports to: **Clinic Director**
Job Type: **Part-time/Hourly**

About Denver Family Institute

Denver Family Institute (DFI) is a nonprofit organization that exists to strengthen relationships in our community through quality marriage and family therapy (MFT) training and services. The provision and continuous improvement of these services is the core mission of DFI. To achieve this mission, we provide marriage and family therapy training, consultation to community agencies, and relational therapy to families, couples, and individuals regardless of income. Our focus is on strength-based, systemic therapy, rooted in multicultural, social justice, and ethical principles and practices congruent with the values of our accrediting body and the Mission of the American Association of Marriage and Family Therapy.

At Denver Family Institute, we recognize the central importance of relationships in the well being of individuals, couples, families, and communities. Additionally, we honor the diversity in relationships and of individuals in our world. We welcome students, faculty and clients from all cultures, lifestyles, and backgrounds. We have a clear non-discrimination policy and [commitment to social justice](#) in our program. Denver Family Institute was established in 1982 and is a COAMFTE accredited program.

Position Overview:

The Internship Coordinator oversees clinic operations and the internship program at Denver Family Institute. The Internship Coordinator is responsible for supervising a cohort of no more than eight (8) MFT interns annually, coordinating and completing site visits, evaluations, and field fairs, and managing day-to-day operations at DFI's counseling clinic. The primary goals of the Internship Coordinator are to ensure that:

1. The experience of DFI's clients is strength-based, inclusive, positive, professional, and supportive.
2. Clinic operations are smooth and efficient.
3. Interns get the most out of their internship experience at DFI.
4. The intern program is maximized to support DFI's mission and community impact.

Responsibilities:

- Oversee and manage day-to-day activities, clinic operations, and intake shifts at DFI:
 - Troubleshoot challenges or questions that come up during intake shifts
 - Monitor the management of DFI's client waitlist
 - Ensure the integrity of the intake process and monitor clients' experience with intake



- Monitor and track office/clinic supply needs and place ongoing orders for DFI's clinic
- Ensure that all supplies, materials, technology and equipment are in working order for the use of therapists, interns, tenants, staff, and clients at DFI
- Serve as the first "line of defense" in response to requests and needs that come up in the clinic such as (but not limited to) Theranest questions, technological challenges with recording software, questions or dilemmas that may come up during intake shifts
- Maintains, edits, and revises the Internship Training Manual and Clinic Manual on an ongoing and annual basis
- Hold weekly internship supervision meeting to provide support to the interns and oversight of the needs of the community clinic
- Assist in the implementation of strategic partnerships and recruitment of students, including attending internship fairs, holding DFI Information sessions and in some cases, working directly with schools and agencies
- Co-lead annual Clinic Orientation and intern onboarding in collaboration with other administrative team members; support the Director of Student Services and Clinic Director with New Student Orientation as needed
- Conduct periodic "audits" in Theranest to uphold ethical standards and procedures of DFI's counseling clinic such as the timely completion of high quality progress notes, accurate and timely collection of payment for client services, and fidelity of use of Theranest by student therapists
- Attend and participate in 3-4 interview days to select the incoming cohort of interns
- Attend field fairs at partner universities to promote DFI as an internship placement site
- Serve as a liaison and in some instances, as the primary contact for DFI's internship program
- Plan and facilitate weekly intern meetings (1 hour, usually 4-5 pm on Wednesday afternoons)
- Create the schedule for intern shifts and assign/manage intern tasks and duties
- Respond to student phone calls in cases of clinical emergency; at times, may be required to communicate directly with current or prospective clients
- Lead the intern evaluation process in collaboration with each intern's university site and their DFI supervisors (2-3 evaluations per intern annually)

Skills & Qualifications:

- Earned graduate or professional degree in a field relevant to the position
- Prior intake experience and/or prior experience with crisis response and management
- Two (2) years of post-graduate administrative and/or clinical experience
- Excellent administrative, time-management, and organizational skills, with the ability to multi-task and establish priorities
- Strong interpersonal, conflict resolution, and crisis management skills



- Excellent written and oral communication skills; experience with public speaking, comfortable making presentations, training a team of interns, holding the team accountable to outcomes, and managing a team meeting agenda
- A facility for clear, concise, and honest representation of DFI through all forms of communication and in all forums
- Self-starter with the ability to strike a balance between autonomy and collaboration/teamwork with the admin team and other stakeholders
- Demonstrated commitment to anti-oppression, social justice, and equity
- Proficient computer and technological skills to work with technological platforms at DFI, specifically Theranest (must be able to run and analyze a variety of reports, manage the platform as an administrator, and utilize all tools available)
- Leadership skills to invite and sustain the confidence of interns at DFI and to promote the credibility of DFI in the community at large
- An eye for efficient systems and clear policies, and an eagerness to innovate and improve upon existing modes of operating
- Demonstrated ability to model appropriate professional, ethical and collaborative behaviors that engender trust and respect, consistent with the responsibilities of this position

Preferred Qualifications (in addition to the above):

- Previous administrative experience and/or supervisory experience and/or experience coaching/training adults
- Advanced computer and technological skills
- Familiarity with social media platforms, Indeed, LinkedIn for student recruitment purposes

Salary, Benefits, & Work Environment:

- The starting hourly rate for this position is \$18-\$21 depending on experience
- The position is part-time, with an anticipated average of 5-8 hours per week depending on time of year.
- The Intern Coordinator may be offered access to subsidized office space at DFI's main location on S. Yosemite to see private practice clients.
- The Intern Coordinator should plan to be on-site for weekly intern meetings and 1-2 times per week to check in on the clinic and intern shifts. The Intern Coordinator should have the ability to travel to DFI should an urgent need come up in the clinic. Other aspects of the role may be fulfilled using flexible scheduling and work hours, with the ability to conduct some duties remotely.
- The ideal start date for this position is as soon as possible so that this person can focus on onboarding in the month of July and be ready to facilitate or co-facilitate New Student Orientation and Clinic Orientation in July and August 2021.



To Apply:

Prospective candidates must submit the following to be considered for the position:

- Letter of interest
- Resume
- List of three references (email address and telephone number), one of whom is/was an immediate supervisor who has firsthand knowledge of applicant's professional abilities (references will not be contacted without prior notification to candidates).

Applications must be received by June 22, 2021. Applications should be emailed to Emily Dorn at emilydorn@denverfamilyinstitute.org