



Training Coordinator Position Description

POSITION TITLE: Training Coordinator

REPORTS TO: Clinical Director

GENERAL DESCRIPTION: The training coordinator is appointed by the clinical director to lead and manage the Center's training and educational services. These include program development, resident supervision, administration, and training relationships to outside organizations and accrediting bodies.

MAJOR RESPONSIBILITIES:

1. Training program leadership and administration
2. Coordinating supervision of residents
3. Coordinating curriculum development
4. Direct practice

EXAMPLES OF WORK:

Training Program Leadership and Administration

- ◆ Lead training growth with a data-driven, continuous improvement approach
- ◆ In collaboration with the clinical director, encourage staff development
- ◆ Lead trainees in self-awareness to strengthen counselor/client alliance
- ◆ In conjunction with the clinical director, nurture present and developing new relationships with training/teaching institutions
- ◆ Oversee curriculum development, including the planning, organizing, implementing, and evaluating the center's training program
- ◆ Oversee the supervision of residents and faculty
- ◆ Develop the center's training program policies and procedures
- ◆ Prepare necessary materials for training program
- ◆ Represent the center's training program to professional organizations and institutions
- ◆ Manage the training program budget in cooperation with the clinical director and executive director

Coordinating Students and Faculty

- ◆ Recruit, screen, evaluate, and select trainees
- ◆ Recruit, supervise, and evaluate training faculty

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- ◆ Maintain files and records of trainees, including application and performance evaluation materials and supervisory reports
- ◆ Ensure that appropriate supervision is provided to all trainees

Caring for Clients

- ◆ Maintain a part-time caseload of counseling clients

EXPERIENCE AND QUALIFICATIONS:

- ◆ Graduation from an accredited college/university with a master's or doctor's degree in counseling, psychology, social work, marital and family therapy, or equivalent
- ◆ Five years of experience in providing clinical services, with a portion of this experience in a certified outpatient clinic.
- ◆ Extensive clinical training and experience, validated by certification or licensure at a senior level by the groups corresponding to his/her field, including the American Association for Pastoral Counselors (AAPC), American Association for Marriage and Family Therapy (AAMFT), Academy of Clinical Social Workers (ACSW), and full state licensure in psychology, social work or counseling.
- ◆ Mastery of concrete evidence-based theoretical orientation
- ◆ Supervisory credentials in at least one professional field
- ◆ Experience in the development and implementation of training for counseling professionals
- ◆ Ability to administer a professional clinical training program, interpret programs, and analyze data effectively
- ◆ Ability to provide in-depth, data-driven supervision to professional trainees, guiding them in their formation process to develop professional identity and competence
- ◆ Seasoned skills and demonstrated experience in teaching
- ◆ Knowledge of the current literature and resources in the field
- ◆ Knowledge of the goals, methods, and problems involved in developing an creditable program of education and training
- ◆ Ability to work collegially with persons from a variety of disciplines
- ◆ Ability to recruit potential students
- ◆ Other duties as assigned by the clinical director