



<b>Job Title:</b>	Outpatient Mental Health Clinician/Intake Coordinator
<b>CCFH Program:</b>	Urbaniak Clinic
<b>Location:</b>	Durham, NC
<b>Position Type:</b>	1 Full-Time position (40 hours/week)

**PROGRAM INFORMATION**

The Center for Child & Family Health (CCFH) has maintained a trauma-focused outpatient therapy clinic since its inception in 1996. CCFH has been part of the National Child Traumatic Stress Network longer than any other treatment agency in North Carolina. Our clinicians are proficient in the use of several evidence-based treatments with children and families. CCFH is also home to a number of trainers endorsed by the treatment developers; their work has gained CCFH a statewide and national reputation for training agencies to implement and sustain these treatments.

**JOB DESCRIPTION**

**Reports to:** Mental Health Clinic Director

**Duties & Responsibilities:**

**INTAKE COORDINATOR**

- Review incoming referrals and conduct initial screening to ensure they meet the admission criteria
- Conduct screening interviews with clients and their families as part of the admissions process
- Work cooperatively with Mental Health Clinicians to schedule assessments
- Track all referrals and follow up as needed
- Distribute information to appropriate division (data entry, insurance verification, etc.)
- Collaborate with families, internal and external programs/agencies, DSS, etc.
- Attend occasional meetings with community partners

**OUTPATIENT MENTAL HEALTH CLINICIAN (with productivity requirements)**

- Provide services to children and families with exposure to trauma and/or chronic stress
- Provide evidence-based treatments, such as Trauma-Focused Cognitive Behavioral Therapy and Parent-Child
- Provide comprehensive diagnostic assessments to children that include and identify familial, emotional, social and problems related to their diagnosis, illness, treatment, and/or life situation
- Formulate, develop, and implement a comprehensive psychosocial treatment plan utilizing appropriate evidence
- Complete all required training and ongoing fidelity monitoring for utilized evidence-based treatments
- Maintain a working knowledge of relevant medical, social, legal, and cultural issues that affect patient care (e.g., abuse)
- Maintain working knowledge of and liaison with community agencies and resources
- Document assessments, treatment plans, interactions, and interventions according to policies and procedure
- Maintain confidentiality around patient and family information
- Participate in continuous quality improvement efforts
- Promote collaborative learning among colleagues through available venues (e.g., model specific group supervision meetings, learning collaboratives)
- Perform other related duties incidental to the work described herein

**Qualifications for Position:**

- Master’s Degree in Human Services Field (e.g., Psychology, Social Work, Counseling)
- Licensed Mental Health Professional in North Carolina



**Skills & Knowledge Required:**

- Experience providing trauma-informed and culturally responsive clinical practice
- Training in evidence-based treatments, including fidelity monitoring (desired)
- Adept at working with children and their caregivers, including partnering with caregivers to deliver therapeutic strategies to the child, support effective parenting, and address their own mental health needs
- Strong written and verbal communication skills
- Ability to establish and maintain effective working relationships with multidisciplinary teams
- Working knowledge of relevant social, cultural, and legal issues affecting client care
- Ability to use applications such as MS Word, MS PowerPoint
- Familiarity with electronic medical records applications preferred

**Prior Experience Required:**

- Experience serving traumatized youth and their caregivers
- Experience with the delivery of evidenced-based treatments
- At least two years of experience working with children and families

**Personal Qualities and Physical Requirements:**

- Integrity, sound ethical decision making and strong organizational skills
- Comfort with manualized, evidence-based treatments and fidelity monitoring
- Primary responsibilities are performed in an office setting in a seated position
- Ability to work independently, seek out resources, and work collaboratively
- Ability to perform duties in an active environment with changes in climate and noise level

**Hours:** Position requires some evening hours to meet the needs of children and families.

**Salary Range:** DOE

**CCFH is committed to building a culturally diverse team. We strongly encourage minority and bilingual (Spanish) candidates to apply.**

*The above statements describe the general nature and level of work performed by individuals assigned to this classification. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so classified.*

**APPLICATION INFORMATION**

Please send a personalized letter of interest to Donna Newberne and resume to [maria.barragan@duke.edu](mailto:maria.barragan@duke.edu), via email, with the subject line: **Outpatient Mental Health Clinician/Intake Coordinator**.

**Letter of interest should be addressed to:**

Donna B. Newberne, LCMHCS  
Center for Child & Family Health, Inc.  
1121 West Chapel Hill Street Suite 100  
Durham, NC 27701  
[donna.brissett@duke.edu](mailto:donna.brissett@duke.edu)

For additional information on the Center for Child & Family Health, please see the CCFH website at [www.ccfhnc.org](http://www.ccfhnc.org).