

## Therapeutic Services Intake Clinician

**Type of Employment:** Part-Time, Salary Exempt

**Supervisor:** Therapeutic Services (TS) Client Engagement Manger

**Job/Role Description:** Part-time staff member works with Momentous Institute's Therapeutic Services intake team and clinical staff to maintain the efficiency and effectiveness of the client intake process. As part of the clinical team, also maintains a clinical caseload.

### **Specific Projects and Responsibilities:**

The job responsibilities for this position will include but are not necessarily limited to:

- Maintaining primary focus of clinical work on providing screenings and clinical assessment for clients entering Momentous Institute's Therapeutic Services.
- Conducting clinical interviews to determine appropriate placement for services and ensuring proper supporting documentation (legal, releases, etc...) is obtained as needed.
- Assisting intake team with triage and assignment of clinical cases to appropriate TS services
- Working with TS Manager and Directors to monitor wait list.
- Monitoring scheduled screenings in order to assess for and address potential risk and/or safety concerns.
- Collaborating with intake team to assess for areas of potential innovation and improvement for intake and clinical services.
- Maintaining relationships with relevant community referral sources.
- Providing therapy to children, adolescents and families and maintaining appropriate treatment plans and documentation.
- Collaborating with colleagues in case consultation and program development as needed.
- Exhibiting Momentous Institute's core values of respectfulness, stewardship, innovation, collaboration, and hope.
- Participating in professional development training on an on-going basis.

### **Requirements and Qualifications:**

This position requires the following personal and professional qualities/capabilities:

- Master's Degree or higher in related mental health field
- Licensed or licensed eligible in Texas to provide mental health services (LCSW, LMFT, LPC)
- A minimum of two years of experience working with children and families
- Ability to work with clients and colleagues of diverse ethnic and socioeconomic backgrounds
- Strong administrative and interpersonal skills
- Strong written and verbal communication skills
- Attention to detail and ability to follow through on assignments
- Willingness to work flexible hours to accommodate evening work
- **Fluency in Spanish and English is required**

**Desired personal qualities:**

Integrity, initiative, energy, enthusiasm, flexibility, ability to receive feedback, and a sense of humor.

**Interested:**

- Applications are currently being accepted. The position will remain open until filled. Please send a letter of interest addressing fit with the qualifications and responsibilities along with a current vita or resume to:  
Alina Ponce  
Director of Clinical Services  
[aponce@momentousinstitute.org](mailto:aponce@momentousinstitute.org)

Momentous Institute/ Salesmanship Club of Dallas maintains a policy of non-discrimination for all employees and applicants in every facet of the organization’s operations. Momentous Institute/ Salesmanship Club of Dallas hires, trains, and promotes all qualified employees without discrimination on the basis of race, color, sex, religion, national origin, age, military status, disability, genetic information, gender identity, or sexual orientation.

All employment offers are contingent upon successful completion of a criminal background investigation, including a check of the National Sex Offender Registry

Policy Statement
<b>No form of abuse will be tolerated, and confirmed abuse will result in immediate termination. Momentous Institute will fully cooperate with authorities if allegations of abuse are made requiring investigation.</b>