

Licensed Bilingual Intake Clinician

Reports to: Mental Health Services Client Engagement Manager

Position Status: Full-Time, Salary Exempt

[Momentous Institute](#), founded by [Salesmanship Club of Dallas](#) in 1920, exists to build and repair social emotional health with children, families, and communities. Each year, we partner with over 5,500 children and family members through innovative education and mental health services. The organization also invests in research and training, including the annual *Changing the Odds* conference, to reach far more children than could ever be seen directly.

Our mental health team is committed to offering services that are systemic, trauma-informed, and include brain and strengths-based perspectives. Services are offered on a sliding scale and no family is ever turned away for an inability to pay. Momentous Institute offers a truly dynamic work environment where therapy can unfold in collaboration with the family, without the need to bill or justify services to insurance companies.

Role: The Intake Clinician works with the intake team; to conduct clinical screenings and assess clients entering our system, as well as with the clinical staff to maintain the efficiency and effectiveness of the client intake process. As part of the clinical team, this licensed clinician also carries a caseload (see Staff Clinician Responsibilities) and provides individual, family, and/or group therapy services.

The primary location for services is at 9705 Harry Hines Blvd.; Dallas 75220. However, this role also spends at least one day/week at our Oak Cliff location: 106 E. Tenth St.; Dallas 75203.

Intake Responsibilities (Primary)

- The primary focus of clinical work is on the provision of screening appointments/clinical interviews and clinical assessment for clients entering Momentous Institute's Mental Health Services. These appointments serve to determine appropriate placement for services.
- Ensure proper supporting documentation (legal, releases, etc....) is obtained as needed.
- Provide follow up casework as needed for clients in the intake process.
- Monitor scheduled screenings to assess for and address potential risk and/or safety concerns.
- Assist Client Engagement Manager and intake team with triage and assignment of cases to appropriate services.
- Work with leadership to monitor wait list and identify relevant trends and patterns that might impact broader programming decisions.
- Collaborate with intake team to assess for areas of potential innovation and improvement for intake and clinical services.
- Maintain updated referral and other resource lists.
- Maintain relationships with relevant community referral sources.

Staff Clinician Responsibilities

- Maintain a therapy caseload of up to 10 sessions per week. This includes providing therapy to children, adolescents and families and maintaining appropriate treatment plans and documentation.
- Provide crisis intervention counseling as needed.
- Schedule six prime time (evening hours 5:00pm or after) therapy appointments in service of family cases.
- Collaborate with colleagues in case consultation and program development as needed.

Other Responsibilities

- Maintain current licensure and adhere to corresponding licensing requirements.
- Participate 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.
- Must be Fully Licensed in Texas to provide mental health services (LCSW, LMFT, LPC)
- ***Fluency in Spanish and English is required***
- 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, organizational, 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

The ideal candidate will exhibit Momentous Institute's core values

Commitment, Humility, Innovation, Respectfulness, Stewardship

Interested:

Applications are currently being accepted and the position will remain open until filled. Candidates from diverse backgrounds are encouraged to apply. Please send letter of interest and resume to:

Alina Ramirez-Ponce, PhD, LCSW-S
Clinical Director
aponce@momentousinstitute.org

COVID-19 vaccine is required for all employees as of September 1, 2021. (Momentous Institute is an equal opportunity employer and reasonable accommodations will be considered for valid medical or religious exemptions.)

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

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.