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| **Position Title:** | **Behavioral Health Internship Coordinator**  | **Department:** | Wellness Center/MAT |
| **FLSA Status:** | Non-exempt, part time | **Reports To:**  | Clinic Administrator |
| **Salary Range:** | $22.00 per hour | **Effective Date:** | Original 5/20/2022 |
| **Approved By:** | Chief Executive Officer |  |  |

**Position Summary**

Serves as the primary liaison between Mentors and interns. Assists in administrative tasks related to the project and is also responsible for assisting in outreach to participating and new learning institutions to acquire interns for mentoring and training as needed. Works closely with Interns and Mentors to ensure student learning objective are met and documented. Activities will include assisting with program development, coordinating interns, interactions with academic partners, supporting the development of group training, data collection and outcome reporting.

**Essential Duties**

1. Assists in the development of the Mentor/Intern program/s.
2. Creates Informatics for intern recruitment flyers.
3. Works with the academic partners to recruit interns.
4. Works with mentors in developing a day work schedules for interns.
5. Acts as liaison between the clinics and community partners
6. Attends mentor learning collaboratives
7. Assists with intern placement
8. Collects data for tracking and analyzing the program success and compliance
9. Identifies issues and challenges related to this project and provides feedback and solutions

**Additional Responsibilities**

1. Adhere to the Mathiesen’s Mission, Vision, and Values, Standards of Conduct, HIPAA, and Infection Control principles.
2. Follow all established policies, guidelines, and procedures, including federal and state regulations to assure safe practices and quality of care.
3. Participate in trainings, meetings, and conferences as assigned.

**Knowledge, Skills and Abilities**

* Assertiveness to learn and continually enhance knowledge and understanding of neurodiversity and mental health.
* Engaging and empathetic character, with the balance of tenacity and determination.
* Good problem-solving, decisiveness, and teamwork skills.
* Proficient in communication and interpersonal-relationship skills.
* Proficient in the use of computers.
* Demonstrate awareness sensitivity and appreciation of Indian culture, traditions, customs, and socioeconomics needs.
* Ability to arrive at work promptly and maintain regular attendance.
* Ability to be well organized and prioritize work and projects activities.
* Able to travel and attend professional meetings, conferences, trainings, and clinic sites.
* Demonstrate flexibility, enthusiasm, and willingness to cooperate while working with others in multi-disciplinary teams.

**Education, Skills and Licenses**

1. Experience in program development
2. Experience in liaison/partnership work
3. Education, training, or experience focus in on human services, community health, behavioral health, or primary care (at least one year)
4. Graduate from high school or GED.
5. In good standing with college programs at all times.
6. Understanding of the sensitivity and confidential status of the patient information.
7. Understanding of medical terminology preferred

**Physical requirements**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a disability to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle or feel; reach with hands and arms, stoop, kneel or crouch; and talk and hear within normal range. The employee is frequently required to stand, walk, sit, climb, or balance and use taste and smell senses. The employee must regularly be able to lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. This position is physically and emotionally challenging. There is a high degree of stress. Ability to deal with time constraints and emotional stress and exposure to body fluids and viruses are also essential functions of this job.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to odors and airborne particles. The noise level in the work environment is usually moderate.

Reasonable accommodations will be given to qualified disabled applicants pursuant to Section 501 of the Rehabilitation Act of 1973, 29 U.S. Code 791, title 29, and the Americans with Disabilities Act (ADA).

**Acknowledgement**

I certify that I fully understand and am fully capable of meeting the responsibilities documented herein and will comply with all company policies, procedures, and standards.

Accepted by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Signature

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Employee

Supervisor/Human Resources

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Mathiesen Memorial Health Clinic retains the right to change or modify job duties at any time. The above job description is not all-encompassing. Needs and requirements may vary according to business needs or necessity.*