

JOB DESCRIPTION

Position Title: Postgraduate Trainee	Employee Name: TBD
REPORTS TO: Assistant Director of Clinical Training	<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> NON-EXEMPT
Department: Program	Date Prepared: May 2021

POSITION SUMMARY

The ***Postgraduate Trainee*** at Judi's House works closely with the Program Team to provide the highest standard of direct service to grieving children and families. This person participates in the development of the clinical program, leads and offers guidance to the therapeutic group process, conducts psychosocial assessments, supports providing best practices in grief support for children and families, aids in the professional development of interns, and conducts community outreach opportunities. This position requires flexibility, initiative, and strong time management skills.

KEY TRAITS AND QUALIFICATIONS SOUGHT

EDUCATION OR FORMAL TRAINING

- Postgraduate Trainees must have a minimum of a master's degree in social work, psychology, therapy, counseling, or related field. The Postgraduate Trainee position is for a professional actively seeking licensure in the state of Colorado as an LPC, LCSW or Licensed Psychologist.
- Bilingual (Spanish-speaking) candidates are encouraged to apply.

SPECIFIC EXPERIENCE, KNOWLEDGE, SKILLS AND ABILITIES SOUGHT

- Supervised training experience in grief counseling/support AND/OR child and adolescent counseling/therapy
- Experience conducting assessments and providing support services for children and their families
- Effective communication and public speaking skills
- Experience with grief, loss and trauma as they relate to serving bereaved children and families
- Familiarity with diverse populations and local community resources
- Flexible schedule with ability to have varied hours (some days, some evenings) based on clinical needs.

ESSENTIAL DUTIES/RESPONSIBILITIES:

CLINICAL

- Meet regularly with designated Team Manager or other Licensed Grief Counselor for clinical and organizational supervision.
- Facilitates groups as assigned.
- Participate in the client intake and assessment process.
- Assesses individuals and families for the most clinically appropriate therapeutic services available.
- Assist Grief Care Coordinator with community-based referrals as appropriate.
- Ensure quality and effectiveness of groups by adhering to the established curriculum.

- Responsible for maintaining clinically accurate and timely record management
- Work in a collaborative manner within the treatment team and throughout the organization.
- Participation in at least one special event every six months (may occur on a weekend).

RESEARCH AND EVALUATION

- Evaluate program effectiveness through observation, experience and gathering feedback.
- Participate in data collection as part of standard intake and follow-up procedures.
- Assist in development and oversight of the program curriculum, activities and materials.

POSITION REQUIREMENTS

- Minimum of 20 hours/week.
- Flexibility in job responsibilities – must be willing to do *some* clerical work and housework (requirement of all staff members and trainees).
- Flexible schedule with ability to have varied hours (some days some evenings) based on clinical needs.
- Follow all requirements as outlined in employee/trainee manual.
- For new or returning trainees, participation in appropriate training.

IN HOUSE POSITION SPECIFIC

- Contract for six months with the possibility of extension.
- Available days and evenings (Monday-Thursday) -- committing to a minimum of three evening groups (5:00-8:30) at any given time.
- Available on Thursday from 11:00 am to 3:30 pm.
- Participation in weekly clinical review meeting (11:00 am - 1:00 pm Thursday).
- Experience providing individual/family counseling (depending on schedule and need).

COMMUNITY BASED GROUPS POSITION SPECIFIC

- Contract for nine months.
- Available weekdays—with evening flexibility while building caseload -- committing to a minimum of four groups at any given time.
- A reliable vehicle, automobile insurance, and valid driver's license in order to drive to community sites (mileage is reimbursable). Proof of insurance and valid driver's license are required by start date.
- Provide community-based groups at local schools and community organizations.
- Respond to inquiries from the community about grief support services and attending community events.
- Assist In-House Care Team in providing services as assigned.
- Conduct Caregiver Workshops providing psycho-education to families of group participants in the community (evenings).

OUR COMMITMENT TO TRAINEES

- Minimum of one hour of individual supervision per week. Supervision meets DORA standards for licensure.
- Minimum of two hours of clinical review and case consultation per week.
- Experience working with most/all age groups.
- Experience conducting comprehensive psychosocial assessments.
- Experience doing individual/family counseling (depending on schedule and need).
- Opportunity to contribute to building a grief aware community through grief education workshops, trainings, and events to caregivers, professionals, and other members of the community in a variety of settings.
- Attend/provide in-house trainings on grief and other mental health related topics.
- Commitment towards self-care for all staff/interns.
- Ability to define special projects for program development, evaluation and improvement.
- Paid time off provided.
- Monetary stipend.

OTHER DUTIES AND RESPONSIBILITIES

- Attend team and organizational meetings, activities, and events as required.
- Collaborate with Judi's House staff and perform job duties to advance the organization's mission and vision.
- Demonstrate ability to work independently and within a team and seek guidance as appropriate.
- Demonstrate ability to prioritize, attend to, and complete multiple tasks efficiently and effectively.
- Comply with all organizational policies and procedures.

NOTE: This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job. We are an organization where everyone pitches in to get done what needs to be done.

It is the policy of Judi's House to prohibit discrimination against any person or organization based on age, race, sex, color, creed, religion, national origin, sexual orientation, transgender status, gender identity, gender expression, ancestry, marital status, gender, veteran status, political service, affiliation or disability.