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Developed by:.....JA  
Reviewed by:.....SG  
Approved by:.....LK  
Date:.....7/88;11/11

UNIVERSITY OF RHODE ISLAND

Position Description

**TITLE:** Coordinator, Couple and Family Therapy Clinic  
**DIVISION:** Academic Affairs  
**REPORTS TO:** Chair, Human Development & Family Studies Department  
**GRADE:** 13  
**SUPERVISES:** Master's level Graduate Clinical Trainees

**BASIC FUNCTION:**

Coordinate all aspects of Couple and Family Therapy (CFT) Clinic, an outpatient mental health training center, including the administration and supervision of clinical services and research. Develop policies and procedures in collaboration with program faculty to enhance student training and to provide for the support of the Clinic's activities.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Maintain the Clinic's caseload and visibility by establishing ongoing face-to-face contact with the appropriate individuals, agencies, and entities within the community in order to generate referrals and address community counseling needs.

Develop and implement a viable marketing plan to enhance the Clinic's exposure, and to sustain a reliable referral base.

Coordinate and oversee daily Clinic procedures, including, but not limited to, handling all intake calls and related intake procedures.

Oversee all of the Clinic's budgetary and business matters, and monitor the Clinic's schedule of activities, as well as the file systems.

Represent the Clinic in outreach activities as part of a local and statewide counseling network serving the needs of families and couples, and including, but not limited to, the development, implementation, and supervision of student-led workshops, groups, or seminars addressing targeted needs.

**OTHER DUTIES AND RESPONSIBILITIES:**

Teach and supervise summer practicum and one course per semester during the academic year at the discretion of the Department Chair.

Interface with program faculty on matters of program policy, student evaluation and recruitment, outcomes, and program-related projects.

Coordinate and manage program supports, and maintain appropriate records, including state licensing and national accreditation records.

Perform other duties as required.

**LICENSES, TOOLS AND EQUIPMENT:**

Personal computers, printers; word processing, database software.

**ENVIRONMENTAL CONDITIONS:**

This position is not substantially exposed to adverse environmental conditions.

**QUALIFICATIONS:**

**REQUIRED:** Master's degree with AAMFT-approved "Supervisor" designation (or "Supervisor-in-Training"); licensure in MFT with two years' clinical experience; demonstrated ability to provide family therapeutic services; one year of supervisory experience, with demonstrated ability to supervise graduate-level trainees; experience in consultation and in program development; demonstrated ability to communicate effectively orally and in writing; demonstrated ability to prepare and present detailed reports and to make recommendations based on the substance of the reports; demonstrated strong interpersonal skills; demonstrated ability to interpret institutional policies, plans, objectives, rules and regulations, and to communicate the interpretation to others.

**ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.**