

JOB DESCRIPTION

Job Title: Social Worker Internship Program Manager (9973)

Job Summary:

Under general supervision and direction of the department administrator, oversee the clinical activities, provide professional development, ensure compliance with regulatory standards, and provide ongoing clinical support to master's level mental health interns. This position will also be responsible for working directly with university internship coordinators to facilitate placements, promote the internship program, and act as the liaison between the university and the clinical site.

Essential Duties:

- Provide ongoing support, guidance, supervision, mentorship, and feedback to mental health interns on clinical cases and professional development.
- Conduct regular evaluations of intern performance and progress and provide feedback to universities regarding intern performance and program outcomes.
- Act as the liaison between the clinical site and university internship coordinators.
- Develop and maintain relationships with local universities and community organizations to facilitate internship placements.
- Oversee the collection, organization, and analysis of data on services provided by interns.
- Monitor the quality and effectiveness of services delivered by interns to ensure they meet program and ethical standards, as well as clinical best practices.
- Implement and track program metrics to assess the impact and success of internship services.
- Design and deliver training programs and professional development opportunities to equip interns with necessary clinical skills and knowledge.
- Ensure interns are properly trained on documentation, policies, and clinical procedures.
- Collaborate with university faculty to ensure curriculum alignment with clinical program needs.
- Compile and submit regular reports and data analysis related to intern performance, compliance, and regulatory requirements.
- Document any issues or concerns related to internship placements and services.
- Promote the internship program through outreach initiatives and recruitment efforts.
- Conduct performance reviews, provide constructive feedback, and support ongoing professional development opportunities for assigned staff members.
- Oversee and maintain appropriate records, documentation, and reports, as required.
- Attend local, regional, and state meetings and conferences, as needed.
- Travel to various locations throughout Tulare County for work-related duties.
- Perform other related duties, as assigned.

Skills, Knowledge and/or Abilities:

Skills to:

- evaluate intern performance and provide relevant feedback;
- analyze situations accurately and adopt an effective course of action;
- maintain records and prepare reports;
- work in teams with other mental health providers to support positive student growth;
- work with diverse groups of students in varied socioeconomic and multi-cultural areas;
- evaluate and monitor family situations and problems including psycho-social and health/medical issues sufficient to assist in the development and implementation of treatment plans;
- determine applicable treatment needs of children with specific disorders/disabilities;
- collaborate and coordinate with local universities and community organizations to support interns;
- operate a variety of office equipment.

Knowledge of:

- psychological and social aspects and characteristics of children with physical disabilities and emotional and social disturbances;
- applied Behavior Analysis Intervention and assessment strategies;
- human behavior and development of students with special needs;

- local community resources available and the impact of socioeconomic conditions in utilizing public and private community resources;
- correct English word usage, spelling, grammar and punctuation;
- computer software programs (Microsoft Office, Excel, Outlook, Google Docs, Google Sheets, etc.)
- TCOE mission, vision, value statements, standards, policies and procedures, operating instructions, confidentiality standards, and the code of ethical behavior.

Ability to:

- support and mentor mental health interns;
- analyze situations accurately and adopt an effective course of action;
- promote student adjustment to schools and utilization of district/community services;
- understand and carry out oral and written instructions;
- maintain confidentiality of records;
- read/interpret/apply rules, regulations, policies;
- develop specific goals to prioritize, plan, organize, and accomplish assigned tasks and meet deadlines;
- provide highly-technical information to staff, families, and the public by telephone, email, and in-person;
- work and communicate effectively with people of various education and socioeconomic backgrounds;
- supervise, train, evaluate, and guide the work of assigned staff;
- travel throughout the county using own vehicle;
- regularly attend trainings for professional development.

Responsibilities include: working under direct supervision using standardized procedures; providing information and/or advising others; and tracking budget expenditures. Utilization of resources from other work unites is often required to perform the job's functions. There is a continual opportunity to impact the organization's services. The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing: some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 40% sitting, 30% walking, and 30% standing. The job is performed under minimal temperature variations in a generally hazard free environment.

Education Required:

- Master's degree in social work, psychology, behavior analysis, or a related field is required.
- Valid California license as a Clinical Social Worker (LCSW), Licensed Marriage and Family Therapist (LMFT), or Clinical Psychologist.

Experience Required:

- Five (5) years of experience in specialized mental health support within educational and community environments.
- Two (2) years of experience in clinical supervision of mental health interns.

Other Requirements:

- Valid California driver's license and proof of automobile insurance.
- Department of Justice and FBI Fingerprint clearance upon hire.
- Must be able to use own vehicle to travel throughout the County, as needed.

FLSA Status: Exempt

March 2025

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office. This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office. This organization is a Drug and Tobacco - Free Workplace. This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.