

FAMILY SERVICES of the NORTH SHORE INTERNAL - Job Posting Counselling Services

Position: Intern Coordinator
Position #: 12-1084
Reports to: Director of Clinical Programs
Location: North Vancouver Office
Closing Date: February 10, 2012

We are currently recruiting for an Intern Coordinator to work 7 hours per week (.2 FTE) coordinating our Clinical Intern Program.

The successful candidate will be an experienced master's level clinical counsellor. Leadership and mentorship skills are essential to be successful in this role. The successful candidate must also be able to support both the intern and supervisor should any conflicts arise during the year and be able to confront issues directly. Strong organizational and administrative skills are also required.

Duties include:

- 1) In consultation with the Clinical Director, recruit, interview and select prospective interns.
- 2) Develop the intern training modules for the internship year.
- 3) Schedule group supervision modules
- 4) Provide support to the interns in managing administrative duties as part of their internship (i.e.: weekly schedules, file management etc)
- 5) Provide support to individual intern supervisors. Organize supervisor meetings and annual retreat.
- 6) Support interns and supervisors in completing paperwork and other requirements for their graduate programs and professional designations.
- 7) Ensure all legal, ethical and professional standards are followed.

While specific language proficiency in a second language is not required for this position, it would be considered an asset.

This position is dependent on external funding sources and is contingent on continued support.

Please respond, in confidence, to:

*Kathleen Whyte
Manager of Human Resources
Family Services of the North Shore
101-255 West 1st Street
North Vancouver, B.C.
V7M 3G8
Fax 604-988-3961
whyte@familyservices.bc.ca*

While we thank all applicants for their interest, only short-listed candidates will be contacted.