

California Psychology Internship Council (CAPIC)
Job Description: MHSA Stipend Program Coordinator
December 2011

CAPIC seeks an experienced office worker to serve as its MHSA Stipend Program Coordinator (MHSA Coordinator) and manage its CAPIC-MHSA Stipend Program. This is a long-term, half-time position, averaging 20 hours per week, working out of our offices on the Alliant International University – San Francisco campus at One Beach Street, San Francisco, CA. CAPIC is an equal opportunity employer.

CAPIC: Founded in 1991, the California Psychology Internship Council (CAPIC) is a well-established statewide association of approximately 150 psychology internships and 33 doctoral programs. CAPIC membership criteria and standards for psychology service internship programs are recognized in the California Board of Psychology regulations (Section 1387) for supervised professional experience.

CAPIC-MHSA Stipend Program: In 2009, CAPIC entered a contract with the California Department of Mental Health (DMH) to manage a stipend program for psychology level interns. Stipends are awarded to psychology-level students who are currently at a qualified internship. These students must also complete postdoc service at a qualified site, as well as other related obligations within a given timeframe, in order to keep the stipend. This contract runs through 2016.

As part of this DMH contract, CAPIC will:

- Conduct outreach within California to Psychology-level Doctoral Programs, county mental health agencies, and other internship sites to identify qualified sites as well as prospective stipend recipients;
- Manage the MHSA stipend application and award process;
- Manage the progress of stipend recipients in completing the obligations under the stipend agreement.

CAPIC also intends to:

- Create additional online training modules, to supplement the fifteen modules currently available online for use by mental health professionals;
- Hold additional MHSA symposia, bringing together professionals to address the challenges facing the profession and the mental health community as a whole; and
- Support the development of Integrated Healthcare-focused internships, in coordination with The Wright Institute, which will provide infrastructure support and direct involvement.

Compensation for this position is dependent on experience and is competitive with other non-profits.

On the reverse is a job description with the qualifications and responsibilities for this MHSA Coordinator position.

If you are interested in this MHSA Coordinator position, please send a cover letter and resume to CAPIC at capicadmin@capic.net with “MHSA Coordinator Position” in the Subject line.

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Below is a description of the qualifications and responsibilities of the MHSA Coordinator position.

General Responsibilities:

The MHSA Coordinator is responsible for managing this CAPIC-MHSA Stipend Program and integrating it into CAPIC's operations. The MHSA Coordinator reports directly to the Executive Director.

Specific Responsibilities:

- Implement the various aspects of this program, including:
 - o Reviewing and revising the existing forms, processes and procedures for the program;
 - o Promoting of the stipend program, via various means (in person, phone, email, web, etc.);
 - o Managing the stipend application, evaluation and award process;
 - o Identifying and maintaining a database of qualified sites – Predoc and Postdoc;
 - o Assisting stipend recipients in the postdoc job search;
 - o Assisting stipend recipients with other obligations under the stipend agreement;
 - o Tracking and reporting the progress of Stipend recipients, and enforcing the terms of the stipend agreement;
 - o Managing other aspects of the CAPIC-MHSA Stipend Program, as determined by the Executive Director and the CAPIC Board of Directors.

Qualifications:

Education and Experience:

A bachelor's degree or equivalent.

Reasoning Ability:

Must have the ability to define problems and seek workable solutions, apply principles of logical thinking to localized tasks and projects, as well as deal with a variety of concrete and abstract variables consistent with a level of bachelor's degree. Must have a demonstrated ability to spot inconsistencies and suggest an appropriate course of action.

Other Skills and Abilities:

- Demonstrated success in administration, including office systems, equipment, and accounting principles.
- Reliable, responsible and detail-oriented with strong organizational skills.
- Excellent professional interpersonal skills, written and oral communication, and public relations.
- Proficient with MS Office applications (Word, Excel, PowerPoint and Outlook), with the ability to learn new software quickly.
- Able to create and manage systems for tracking content and process data, and the ability to shift focus with the varying demands of each day or week.
- Able to work well with our IT support staff via email and other web-based communication systems.

Again, this is a long-term, half-time position. Compensation for this position is dependent on experience and is competitive with other non-profits.

Thank you for your time and effort in applying for this position. We look forward to giving your materials our consideration. If you have further questions, please contact the CAPIC office at 415-955-2034 or at capicadmin@capic.net.