



A HEALING PARADIGM

ENVISION | MANIFEST | EXPERIENCE

Counselor & Worker Assessment Coordinator

Wellness oriented psychologist's office seeks a full-time Counselor & Worker Assessment Coordinator. In this position, the coordinator will provide assessment, counseling, and coordination services associated with a client's ongoing ability to work. The ideal candidate should have a background in administrative coordination and interest in working with youth and adults. Exceptional interpersonal, writing, and client care skills are also required. This individual will also have the opportunity engage in curriculum development depending on level of interest. The successful candidate has the ability to work some evenings, can balance multiple tasks, and is a self-starter. Candidates with an interest in multi-cultural competency, Womanist theory, African-centered psychology, and indigenous healing methodologies are particularly encouraged to apply.

Duties include, but are not limited to:

Duties & Responsibilities

- Coordination of assessment services for 3rd party contracts
- Serving as a company liaison ensuring contract compliance
- Administration and scoring of objective psychological measures
- Notation of behavioral observations, adaptive functioning, and activities of daily living
- Aid in assessment interpretation and write-up
- Counseling clients with the clinician's area of expertise
- Submission of reports in compliance with contract guidelines
- Daily documentation of clinical records
- Collection of collateral data
- Willingness to engage in community outreach services.

Qualities Required

Requirements include completion of an accredited Master's program in counseling, psychology, or related field. Minimum licensure as an LAPC or LMSW is required. The ideal candidate **must** have 1 year of experience in psycho-diagnostic assessment and providing counseling. Additionally, strong diagnostic skills and a background working with children and adults of culturally and economically diverse backgrounds, evidenced by prior training experiences is a must. Flexibility to work evenings and rare weekends is required. Interest in forensic work is a plus. Candidate must be proactive, goal oriented, and personable. The ability to work independently, multi-task, and be comfortable in a rapidly developing environment is vital to this position. Personal attributes desired include being well-spoken, punctual, goal-oriented, and reliable.

Compensation: This salary range for this position is \$32,000-\$35,000 depending upon that candidate's qualifications and experience. Additional benefits include health, dental, vision, and eligibility to apply for student loan repayment.

About A Healing Paradigm

A Healing Paradigm, LLC offers workshops, counseling, psychological assessment, and consultation services. Psychologist Dr. Ifetayo Ojelade and her staff assist clients in achieving their optimum potential through life style transformation.

How to Apply

Send resume, cover letter, and writing sample (with no identifying client information) to Human Resources – jobs@AHealingParadigm.com -

No phone calls or faxes please.