

Job Title: Intake Coordinator/Therapist

Reports To: Associate Director of Admissions

The Motherhood Center (TMC) is a Perinatal Mood and Anxiety Disorders center committed to supporting new and expectant mothers and families. TMC offers the nation's only non-hospital affiliated perinatal partial hospitalization program. In addition, the Center offers outpatient therapy, support groups and education for both patients and providers. The Motherhood Center was co-founded by Catherine Birndorf, M.D, a Cornell-trained reproductive psychiatrist with more than 20 years of experience in perinatal mental health.

Job Summary

The Intake Coordinator/Therapist is a hybrid position that will work with the Care Coordinators and the Associate Director of Admissions to provide initial phone screens and evaluations for potential patients of The Motherhood Center. This role will also include assisting with administrative tasks and improving the flow and intake process. The therapist component of the role includes evaluations, outpatient therapy, and group work in the Partial Hospital Program (PHP). The dual role includes the following:

- Assist Care Coordinators with acute phone screens, including assessment of appropriateness for the services at TMC and provide clinical support on the phone with potential patients. This role will assess the urgency of the screen and assist with scheduling, provide referrals as necessary, and coordinate care with outside providers. The intake coordinator will also support the inpatient step-down admission process to the PHP.
- Assist in building a system of tracking referrals from incoming phone screens, as well as developing a system for referrals to outside providers.
- Provide initial clinical evaluations and formulate diagnostic treatment plans and follow-up for the patient. Intake Coordinator/Therapist will also provide short-term therapy for patients in need and waiting for a higher level of care and long-term therapy. Treatment expectations will include psychoeducation, individual psychotherapy, including utilization of effective modalities for the perinatal mood and anxiety disorder (PMAD) population (Interpersonal Psychotherapy, Cognitive Behavioral Therapy, Dyadic Treatment Therapy, Dialectic Treatment Therapy, Mindfulness Based Stress Reduction), and patient discharge planning.
- Intake Coordinator/Therapist will also run groups in the PHP, including Parenting Skills Groups, Mindfulness Practice, and Themed Group Therapy.

The Intake Coordinator/ Therapist demonstrates excellence in clinical practice and some knowledge of PMADs. The clinician serves as a professional role model, consultant, and resource in the development of clinical practice, collaboration, and consultation among members of the psychiatric, clinical, nursery, and administrative teams. They will exercise strong clinical judgment and will be adept at working with individuals and in group processes.

Responsibilities

- Demonstrate sound clinical judgment, diagnostic acumen, and decision-making skills, reflecting an ability to assess and manage patients with perinatal mood and anxiety disorders.
- Provide crisis intervention and skills-based therapy to patients.
- Participate in weekly rounds with additional clinical and psychiatric staff.
- Demonstrate knowledge of clinical practice theories and theoretical concepts to be operationalized in specialty areas as models/frameworks for patient care.
- Demonstrate knowledge of the impact of PMAD on attachment/bonding and appropriate intervention strategies.
- Conduct intake evaluations for new patients.
- Administer patient treatment plans according to established policies and procedures, effectively utilizing proper techniques and adapting as necessary to fit the unique needs of patients.
- Maintain continuing education and assist in formal and informal educational mechanisms in clinical skills and performance development of staff.
- Effectively monitor and evaluate patient outcomes.
- Maintain confidentiality of all patient information.
- Treat records, correspondence, and related items with utmost security.

Qualifications

- NYS licensed clinician.
- 3-5 years of clinical experience required and experience working with new and expecting mothers suffering from perinatal mood and anxiety disorders.
- Familiarity with IPT, CBT, DBT, Dyadic Therapy, and other best practices for the PMAD population.
- Strong computer skills, including Microsoft Office.
- Strong organizational skills.
- Must be detail-oriented.
- Excellent oral and written communication and presentation skills.
- Ability to be flexible.
- Sense of humor and nonjudgmental attitude.
- Ability to work as part of a team.
- Ability to multi-task.
- Ability to work some evenings.

Please send a resume, cover letter, and references to: careers@themothoodcenter.com

The Motherhood Center is an equal opportunity employer and is deeply committed to maintaining a diverse and inclusive community amongst its staff, trainees and clients. We seek to increase diversity across race, ethnicity and national origins, gender and gender identity, sexual orientation, disability, and socioeconomic background.