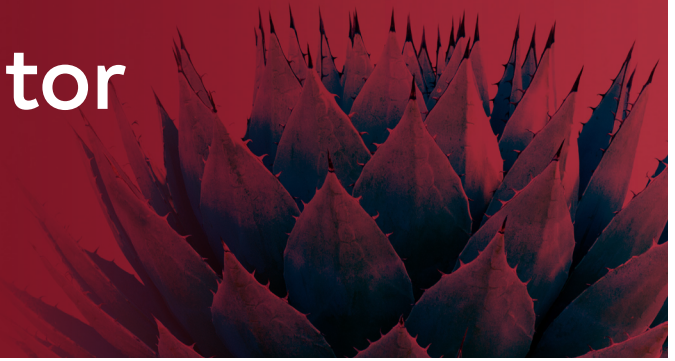


Behavioral Health Internship Coordinator

FULL-TIME

ALBUQUERQUE, NM

SALARY: \$47,000 – \$63,000 MID



DEPARTMENT/GROUP
Clinical

REPORTS TO
Clinical Director

POSTING END DATE
Open until filled

Join the award-winning team at **Centro Sávila**, where we're dedicated to advancing social justice and reducing disparities in behavioral health services. We're seeking passionate and qualified individuals to help improve the mental health and well-being of our community. At Centro Sávila, you'll find a flexible work environment, competitive salary and benefits, along with extensive training and professional development opportunities. Be part of a diverse, committed team where you'll experience endless opportunities for personal and career growth. We prioritize a supportive culture of care, compassion, and a healthy work-life balance.

JOB SUMMARY

The Behavioral Health Internship Coordinator will be responsible for managing the pipeline of incoming interns and coordinating their training and integration into our mental health services. This role includes overseeing internship programs in collaboration with the Clinical Director and Clinical Supervisors, facilitating communication between interns and staff, and ensuring that interns gain valuable experience while supporting our mission of client-centered care.

RESPONSIBILITIES

- **Intern Recruitment:** Develop and implement strategies for recruiting interns/ students from local universities, schools and training programs, ensuring a diverse and qualified applicant pool.
- **Orientation and Training:** Organize orientation sessions and training for new interns/students, providing them with the necessary resources and knowledge to succeed in their roles.
- **Intern Supervision:** Act as a primary point of contact for interns/students, offering guidance, support, and regular feedback throughout their internship experience.
- **Pipeline Management:** Monitor and track the progress of interns/students, ensuring they are meeting program requirements and facilitating their integration into clinical teams.
- **Collaboration with Staff:** Work closely with clinical director, clinical supervisors and staff to identify areas where interns can contribute effectively and to create a supportive learning environment.
- **Program Evaluation:** Collect feedback from interns/students and staff to evaluate the effectiveness of the internship program, implementing improvements as needed.

Submit cover letter and resume to
centrosavilajobs@centrosavila.com



centrosavila.org
1317 Isleta Blvd SW
Albuquerque, NM 87105
505.312.7296

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- **Community Engagement:** Foster relationships with academic institutions and community organizations to promote the pipeline program and enhance recruitment efforts.
- Other duties as required.

QUALIFICATIONS

- Bachelor's degree in psychology, social work, human resources, or a related field; Master's degree preferred.
- Previous experience in an educational or healthcare setting, with a focus on program coordination or training preferred.
- Strong understanding of mental health services and the role of interns/students within a clinical environment.
- Excellent communication and interpersonal skills, with the ability to engage and support interns from diverse backgrounds.
- Strong organizational skills and the ability to manage multiple tasks and priorities effectively.
- Proficient in using electronic health record systems and Microsoft Office Suite.
- Passion for mentoring and developing future mental health professionals.

BENEFITS

This is a benefits eligible position. Centro Sávilá provides a comprehensive package of benefits including medical, dental, vision, retirement plan, and life insurance.

- 100% of health, dental, vision, and life insurance plans for full-time employees.
- 34 paid holidays, including a paid week for Spring and Winter breaks, plus accrued paid time off.

The benefits package will be reviewed annually and may be adjusted to align with the evolving needs of both employees and the organization. Additionally, the number of paid days off for holidays can vary from year to year.

Centro Sávilá is an equal opportunity employer that values and celebrates diversity, committed to fostering an inclusive environment for all employees, team members, and clients from diverse backgrounds. As a progressive organization, we expect applicants to actively contribute to a collaborative, inclusive, and culturally diverse workplace. Our team consists of highly dedicated and motivated individuals working toward transformative change in our communities. We welcome anyone who shares our passion for social justice and inclusivity to join our team and help drive meaningful impact for the diverse populations we serve.

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