Job Description

**Position Title:** Director of APA Training Program  
**Reports to:** Executive Director  
**Exempt:** .6FTE - .75FTE  
**Compensation Range:** $75,000 - $94,000, plus benefits  
**Location:** Hybrid – on-site at least 1 day/week

CHAC (Community Health Awareness Council) is a community-based mental health agency with a 50-year history of providing mental health services to over 35 schools and communities in northern Santa Clara County, CA. CHAC’s mission is to improve lives and strengthen communities through access to comprehensive and culturally responsive mental health services in northern Santa Clara County.

CHAC has an excellent reputation for training, offering supervised professional experience with a wide range of ages, presenting problems, and modalities of treatment (individual, family, and couple) as well as psychological assessment within the context of a broad range of multicultural diversity and individual differences. The agency houses two distinct training programs. The doctoral psychology training program includes our American Psychological Association Accredited Internship Program and our Doctoral Practicum Training Program. The Masters Counseling training program includes practicum Trainees and Associates. We have approximately 65 clinicians in-training; 6 Doctoral Interns, 6 Doctoral Trainees and approximately 55 Masters’ Trainees and Associates.

CHAC is committed to multiculturalism and inclusion. Our services reflect our belief in the value of each individual, the importance of family (however it is defined), and the necessity of community. CHAC is in a period of restructuring.

**Position Summary:**

The Director of APA Training is a key member of CHAC’s leadership team working to ensure that the highest standards of ethical and effective care are offered to our clients, interns and community.

The role is responsible for the doctoral psychology training program and oversees compliance to maintain APA accreditation of the Doctoral Internship program. This position coordinates the provision of supervision and training, evaluates the effectiveness of the training program and ensures effective outcome measures for clinical treatments.
POSITION RESPONSIBILITIES

Clinical Responsibilities

• In collaboration with key Department leads, maintain responsibility for developing and implementing the agency’s clinical policies;

• Ensures the agency maintains compliance with all legal, ethical and regulatory requirements as stipulated by APA, The Board of Psychology, and CHAC policies;

• Maintains relationship with and provides required periodic documentation to the American Psychological Association (APA), the Association of Psychology Post-doctoral and Internship Centers (APPIC) and the Bay Area Practicum Information Collaborative (BAPIC);

• Interviews Internship and Practicum candidates in consultation with appropriate colleagues; selects interns to enter training at CHAC.

• Provides clinical supervision (both group and individual) for Doctoral practicum students and Interns, and post-doctoral psychologists; oversees other clinicians in delivering the additional supervision hours required;

• Handles crisis calls as needed, in rotation with other clinicians;

• Provides crisis management, debriefing and consultation to the clinical staff and supervisors as needed;

Clinical Training and Supervision Responsibilities

• Oversees didactic training for Doctoral Interns and Trainees in coordination with the clinical staff providing oversight to the Masters Trainees, including engaging external expert trainers and coordination of on-staff trainers for didactic training sessions and evidence-based practice seminars over the course of the year;

• Ensures all training goals for doctoral psychology supervisees are met; may lead weekly training seminars and provide clinical supervision as needed;

• Integrates assessment clinic training into Doctoral Intern training plan. Includes coordination and feedback with the assessment consultant(s);

• Evaluates evidence informed culturally attuned methods in treatment and techniques;

• Integrates best practices to address the ongoing needs of clients, interns and stakeholders of the clinic

• Carries overall responsibility for recruiting, selecting, scheduling, and supervising Doctoral Interns and Practicum students;
• Maintains all documentation related to the doctoral internship-training program and practicum program, including intern files.

**General Agency Duties**

• Collaborates with Department Leads and meets regularly with all supervisors for placement of clients in-house and discussion of clinical and training issues;

• Collaborates with the Director of School-Based Services, to assure smooth service delivery in all school programs.

• Collaborates with the Director of Family Resource Centers and other leadership staff to design and implement Doctoral Intern Community Projects.

• Maintains relationships with university training programs, and ensures that CHAC is represented at opportunities for recruiting doctoral psychology interns and practicum students;

•Coordinates the recruitment process of Doctoral Interns and Trainees through APPIC and BAPIC as appropriate;

• Maintains reports that evaluate doctoral psychology Interns and Trainees’ performance individually and (for Doctoral Internship) by cohort;

• Conducts evaluations of direct reports and oversight of supervisor evaluations;

**Skills/Attributes of Ideal Candidate:**

• Must be a licensed clinical psychologist (PhD or PsyD) in the state of California;

• 5-10 years of direct clinical management experience preferably in children and adolescent mental health;

• Must have at least 5 years of proven successful track record in leadership role. Experience directing an APA Accredited program preferred;

• Experience building collaborative teams and organizational relationships;

• High level of professional knowledge and experience in the field of clinical psychology;

• Capacity to handle a variety of complex personnel and professional issues;

• Enthusiasm for making connections with a variety of organizations outside of CHAC (universities, schools, community groups etc.);

• Ability to work in a school-based community services model of care;

• Empathy and knowledge of clinical supervision for working with Interns, Trainees and Associates within the context of individual and group supervision;
• Knowledge of Electronic Medical Record systems, Microsoft Office Suite and/or Google platforms;

• Openness to the possibilities of job-sharing in relation to aspects of this and other CHAC positions, working with the skills and time availability of professional staff while ensuring well-coordinated overall delivery of CHAC’s services.

How to Apply:
Email your CV and cover letter to anne.ehresman@chacmv.org with subject line: Director of APA Training