



APA Intern Training Director – Licensed Psychologist

Momentous Institute/Salesmanship Club of Dallas is committed to creating a diverse and inclusive company culture and maintains a policy of non-discrimination for all employees and applicants in every facet of the organization's operations. Momentous Institute hires, trains, and promotes all qualified employees without discrimination based on race, color, sex, religion, national origin, age, military status, disability, genetic information, gender identity, or sexual orientation.

Reports to: Director of Mental Health Services

Position Status: Full-Time, Exempt

Founded in 1920, [Momentous Institute](#), the program arm of Salesmanship Club of Dallas, offers comprehensive mental health and education services to 4,000 children and family members each year. Since 1968, the Club has sponsored the AT&T Byron Nelson, a golf tournament on the PGA TOUR. Thanks to the hard work of Club members and tournament staff, this event has raised more cumulative funds for charity than any other event on the TOUR. This allows Momentous Institute to offer low barrier, low-cost mental health services to children and families in Dallas and surrounding communities. No family is ever turned away for an inability to pay. We do not bill insurance or set sessions limits, therefore allowing therapists and clients to make collaborative decisions about the best treatment approach.

The Role: The Training Director is responsible for overseeing the administrative and clinical functions of Momentous Institute's graduate practicum and internship programs **including the American Psychological Association (APA)-accredited Doctoral Internship Program**. Manages day-to-day operations and long-term development of the programs. Provides clinical and administrative supervision and training to psychology interns and staff. As a member of the Mental Health Services Leadership team, contributes to the vision, administration, and implementation of innovative training and clinical services.

Job Duties/Responsibilities:

- Maintain up-to-date documentation for the Psychology Doctoral Internship Program in compliance with APA and APPIC standards. This includes managing the process for accreditation renewal.
- Draft and record Internship Program Description with APA/APPIC system to reflect accurate internship activities.
- Oversee annual doctoral intern recruitment, interviewing, and matching process.
- Coordinate and collaborate with graduate programs whose students are performing internships at Momentous Institute to ensure interns meet required standards of those graduate programs.
- Oversee intern evaluation process to ensure appropriate standards and objectives are being achieved as outlined by Momentous Institute, APA and APPIC.
- Provide primary and/or secondary clinical and administrative supervision of doctoral interns and staff, as needed.
- Gather proximal and distal data from doctoral interns as needed to maintain APA accreditation.
- Certify Internship completion for state licensing boards and other credentialing bodies.

- In collaboration with Momentous Institute leadership, implements DEI initiatives within the Internship Program, including recruitment of diverse Interns and training within the program.
- Recruit, hire and retain psychologists to provide supervision of interns and clinical services when needed.
- Lead weekly meetings of APA supervisors to ensure consistency of implementation of training requirements and goals of interns.
- Develop, organize, and provide didactic training programs for interns, as needed. Ensure adequate training opportunities exist for interns, including those meeting APPIC requirements.
- Support Training Manager with oversight of practicum training program
- Maintain a strong understanding of state licensing requirements to ensure doctoral interns meet requirements set by the Texas State Board of Examiners of Psychologists.
- Collaborate with program leadership at Momentous Institute to ensure mutually valuable intern placements in appropriate programs.
- Provide leadership to a multidisciplinary team of therapists/clinicians.
- Provide administrative supervision to support staff's achievement and progress towards professional goals. Manage requests for time off, expenses, etc.
- Collaborate with Mental Health Services Leadership Team to facilitate achievement of stewardship goals of individual staff and the larger team.
- Provide clinical coverage as needed to manage crisis and risks, support clinical team, and provide evening coverage to support agency staff and trainees.
- Serve on Momentous Institute Leadership Council and to support the organization's mission, value, and goals.
- Provide Clinical Services to Clients (All Directors are asked to maintain a small caseload of clients).
- Provide mental health services to children and families served by Momentous Institute. This includes individual, family, or group therapy.
- Maintain proper documentation as indicated by Momentous Institute and state and federal guidelines.
- Support the program evaluation process of Momentous Institute

Professional Qualifications:

- Supervisory and leadership experience, preferably in organizations with similar programs and client populations as Momentous Institute.
- Experience with and commitment to providing culturally responsive supervision with trainees as well as clinical interventions with clients.
- Experience providing supervision to psychology doctoral students or interns completing an APA accredited program.
- Well-defined psychotherapeutic and supervisory theoretical orientation that is based on research with broad-based knowledge of current clinical theory and practice.
- Experience providing evidence-based treatment interventions to both children and adults. Experience providing individual and family therapy is required.
- Recent experience conducting psychological assessments with children from culturally and linguistically diverse backgrounds. Strong diagnostic skills.
- Experience providing clinical consultations to other treatment providers and programs.

- Bilingual in English and Spanish preferred.
- Excellent interpersonal, organization and service skills and able to work independently with minimal supervision.
- Flexible and able to multi-task.
- Proficiency with Word & Excel as well as other technology/computer skills to document in an electronic health record system, attend virtual meetings, and manage Outlook emails and calendars.

Momentous Institute’s core values include Respectfulness; Humility; Innovation, Commitment and Stewardship.

Required Education and Experience

- PhD or PsyD in psychology from an APA Accredited Program is required.
- Must be fully licensed as Psychologist by the State of Texas and must maintain that licensure throughout employment in this position.

Physical Requirements:

- Local travel to various worksites required.
- Constantly remaining in a stationary position, often standing, or sitting for prolonged periods.
- Occasionally adjusting or moving objects up to fifteen pounds in all directions.

Interested:

Applications are currently being accepted, and the position will remain open until filled. Candidates from diverse backgrounds are encouraged to apply. Please send letter of interest and resume to:

Laura Vogel, Ph.D.
Director of Mental Health Services
lvogel@momentousinstitute.org

COVID-19 vaccine is required for all employees as of September 1, 2021. (Momentous Institute is an equal opportunity employer and reasonable accommodations will be considered for valid medical or religious exemptions.)

All employment offers are contingent upon successful completion of a criminal background investigation, including a check of the National Sex Offender Registry.

Policy Statement
No form of abuse will be tolerated, and confirmed abuse will result in immediate termination. Momentous Institute will fully cooperate with authorities if allegations of abuse are made requiring investigation.