



## **Job Opportunity: Intake Coordinator for Clinical Research on Child Trauma**

Child HELP Partnership (CHP) at St. John's University is seeking a Bachelor's-level applicant for an Intake Coordinator, beginning August, 2020.

CHP is a program designed to protect and heal children and caregivers from trauma and its emotional impact. Founded in 2001, CHP is nationally recognized as a leading source for evidence-based mental health treatment and prevention of childhood trauma. The CHP team delivers free therapy in our clinic and online for children and their parents. In addition, CHP offers educational trainings to parents, other adults caring for children, and mental health professionals. Parents and caregivers are empowered with strategies to prevent trauma. Clinicians are empowered with scientifically-sound therapies that mitigate the impact of trauma. All programs embed evaluation systems so that they are continually improved.

The Intake Coordinator is critical to the success of these initiatives – handling the following administrative, clinical, and research tasks:

### ***Administrative***

- Conduct outreach to community partners, including presentations on child maltreatment, bereavement, and how CHP's services can effectively address children's needs
- Coordinate scheduling of assessments and childcare
- Train and oversee students and volunteers on childcare, data management in Qualtrics and SPSS, psychological assessments, and other lab protocols
- Maintaining supplies for all clinical research projects
- Assist with development and fundraising activities

### ***Clinical***

- Conduct phone screens with caregivers of traumatized and grieving children
- Administer standardized assessment measures to caregivers and children (ages 4-17) who have experienced interpersonal maltreatment and/or traumatic bereavement
- Conduct risk assessments as needed for self-harm, psychotic symptoms, and child maltreatment
- Provide psychoeducation on trauma symptoms and trauma-specific cognitive-behavioral therapy

### ***Research***

- Compile applications and amendments for the Institutional Review Board
- Assist with data collection and management, including building online data collection via Qualtrics, writing SPSS syntax, and data entry and cleaning
- Assist with data analysis for grant reports
- Conduct thorough literature reviews on psychological measures to help supervisors determine appropriate protocol changes
- Assist with conference presentations and manuscripts



*The Intake Coordinator works closely with CHP leadership and staff in a supportive environment.*

*This is a great opportunity to:*

- Gain experience in a clinical research setting, essential for those interested in pursuing related graduate programs
- Strengthen research skills
- Hone and present independent projects at research meetings

*This position requires a two-year commitment due to the time spent on training of new staff.*

*The Intake Coordinator's schedule is: Monday-Friday, 11am-7pm.*

*Start date in early August to allow for training by current Intake Coordinator.*

*Required skills/experience:*

- B.A./B.S. in psychology, social work, or related healthcare field
- Volunteer experience in a research lab
- Experience with children in a professional setting
- Experience with SPSS
- *Bilingual English/Spanish preferred*

**If interested, please email your resume and cover letter Dr. Elissa Brown ([browne@stjohns.edu](mailto:browne@stjohns.edu)) and Dr. Komal Sharma-Patel ([sharmak@stjohns.edu](mailto:sharmak@stjohns.edu))**