

## Half-time Clinic Coordinator at the Yale Psychology Department Clinic

Under the direction of the Director of The Yale Psychology Department Clinic, the individual is responsible for tasks essential to the operations of the clinic.

Duties include but are not limited to: answering phone calls, conducting brief phone intake interviews with potential clients, scheduling clients for assessment and treatment, coordinating and contacting clinicians in regards to appointments, billing for clinical sessions, helping to support the clinical activities of graduate students in clinical psychology, maintaining/managing patient records, updating clinic operations manuals, maintaining clinic operating systems (video cameras, QuickDoc, computers, etc.), updating the clinic website, miscellaneous duties (order materials, errands, photocopying, mailings).

This position might be a great opportunity for someone who has recently graduated from college and would like to get some experience before going on to graduate school in social work or counseling.

Please send a cover letter, CV and letter of reference to Mary O'Brien, PhD  
([m.obrien@yale.edu](mailto:m.obrien@yale.edu))