



Clinical Intake Coordinator Opening

Start Date: June 1st, 2026

The American Institute for Cognitive Therapy is looking for a full-time Clinical Intake Coordinator, starting on **June 1st, 2026**. This staff member screens prospective patients interested in pursuing cognitive-behavioral therapy. They provide a brief overview of CBT and DBT, conduct phone interviews with prospective clients, and determine their suitability for assignment to the appropriate therapist. Additionally, they collect payments, schedule appointments, and handle other office responsibilities. The Intake Coordinator participates in weekly didactic case conferences and may attend weekend workshops when available. This role is ideal for someone looking to pursue graduate studies in mental health (Ph.D., Psy.D., Master's, medical school, etc.). Applications will be reviewed until a suitable candidate is found.

Requirements

- NY-based
- Bachelor's degree, preferably majoring or minoring in Psychology
- Interest in clinical psychology, cognitive-behavioral therapy, dialectical behavioral therapy, and/or child and adult psychopathology.
- Outstanding interpersonal skills and organizational abilities
- Someone mature, responsible, compassionate, and can multi-task
- Available to come to the office from Monday-Friday (located in Midtown Manhattan)

Salary and Benefits

- \$80,000 annually
- 5 paid sick days per year
- 20 paid vacation days per year
- \$1000 one-time moving expense reimbursement, receipts required
- \$500 per year for continuing education at professional conferences or online training in psychology, receipts required
- We do not provide health insurance or pension plans

Application Instructions

Interested applicants must email a copy of their resume/CV, a cover letter, and two letters of recommendation to Erica Garagiola at research@cognitivetherapynyc.com. If you have any questions, please contact Erica Garagiola via email.

About the Institute

The American Institute for Cognitive Therapy is an internationally recognized group of clinical psychologists and psychotherapists providing the highest quality cognitive-behavioral treatment for

depression, anxiety, phobias, eating disorders, personality disorders, child and adolescent problems and family and marital problems. We have a very active DBT program for individuals and groups.

Founded in 1985 as the Center for Cognitive Therapy we have provided successful, caring and highly professional treatment for thousands of patients. The Director, Dr. Robert L. Leahy (B.A., M.S., Ph.D. Yale University), has authored and edited 30 books on cognitive therapy and psychological processes and is the Past-President of the Association for Behavioral and Cognitive Therapy (ABCT), Past-President of the International Association for Cognitive Psychotherapy, Past-President of the Academy of Cognitive Therapy and Clinical Professor of Psychology in Psychiatry at Weill-Cornell Medical School. Dr. Leahy is the Honorary Life-time President of the New York City Cognitive Behavioral Therapy Association and Distinguished Founding Fellow, Diplomat, of the Academy of Cognitive Therapy. Dr. Leahy has received numerous awards including the Aaron T. Beck Award for Outstanding Contributions in Cognitive-Behavioral Therapy, the Outstanding Clinician Award from ABCT, and was named ABCT's first Global Ambassador in 2023.

Over the last few years we have had numerous world-renowned experts in CBT present at our weekly didactic case conference including Christine Purdon, Stefan Hofmann, Keith Dobson, Chip Tafrate, Bill Sanderson, Allison Harvey, Paul Gilbert, Marylene Cloitre, Norm Epstein, David Clark, Chris Martell, Denise Davis, Cory Newman, Roz Shafran, Reid Wilson, Jill Rathus, Monica Basco, Dennis Tirsch, Costas Papageorgiou, Dean McKay, Doug Mennin, Sheri Johnson, Jennifer Wild, Frank Datillio, David Dozois, Lynn McFarr, Elaine Elliott Moskva, Noreen Reilly Harrington, Michael Anestis, Luisa Stopa, Anne Marie Albano, Bruce Liese, David Tolin, Jackie Persons, Chris Nezu, Rory O'Connor and others. All staff are invited to attend and participate.

Our Team

Our staff provide comprehensive evaluations and state-of-the-art cognitive-behavioral therapy while maintaining active roles in training other professionals. Many team members teach and supervise in graduate programs and medical schools throughout the New York City area and have authored research articles and chapters on cognitive-behavioral therapy.

Visit our website: <https://www.cognitivetherapynyc.com/>