



**POSITION TITLE:                    Doctoral Program Director**  
**PART TIME; 12 to 15 hours per week**  
**REPORTS TO: Chief Clinical Officer**

**Role Overview**

Maple Counseling seeks a licensed Psychologist to join our professional team as the **Doctoral Program Director**. Maple Counseling is a non-profit 501(c)3 whose mission is to provide low-cost mental health services to individuals of all ages, couples, and families throughout Los Angeles County, and to provide clinical training for graduate and postgraduate students working towards licensure in the mental health field. Maple Counseling offers a California Psychology Internship Council (CAPIC) doctoral internship program. At this time our doctoral program is small (three – six doctoral students).

Maple Counseling is known for the quality of our clinical training, our expertise in psychodynamic work, and the collegial atmosphere of the clinical staff. We recently celebrated our 50<sup>th</sup> Year Anniversary of dedicated service to the community. We have moved to a brand-new facility in mid-city Los Angeles and look forward to new programs and growth.

The Doctoral Program Director will provide clinical supervision to interns, manage all aspects of CAPIC program participation, and ensure an excellent training experience for doctoral interns. In addition to shaping the professional development of future psychologists, the Doctoral Program Director will participate in the evolution of a training organization. Maple Counseling aspires to be the premier training site in Los Angeles for pre-licensed mental health clinicians. This goal can only be met with a stellar team of experienced senior therapists who supervise, train and mentor our interns.

The ideal candidate will be an engaging supervisory group facilitator with a wealth of clinical experience treating individual adults and couples, and possess the administrative skills required to successfully manage a CAPIC doctoral program.

**CLINICAL RESPONSIBILITIES:**

- Conduct weekly group supervision with up to eight interns (doctoral and/or MFT) treating adults and couples.
- Conduct weekly individual supervision with doctoral interns, serving as the primary supervisor.
- Guide interns in clinical interventions consistent with psychodynamic theory.
- Facilitate group discussion and intern case presentations.

- Monitor cases for risk/reporting/legal issues. Respond to clinical emergencies and guide interns through challenging client issues.
- Review/approve clinical documentation (sign off intern progress notes, treatment plans, etc.).
- Sign off intern hours of experience toward licensure.
- Provide interns with ongoing clinical and professional feedback, verbally and via written evaluations.

**ADMINISTRATIVE/ PROGRAM RESPONSIBILITIES:**

- Administrative oversight of the Maple Counseling CAPIC Doctoral Internship Program, including CAPIC membership responsibilities, intern recruitment, interviews and matching, coordination with graduate schools, and compliance with Board of Psychology training site requirements.
- Serve as the designated psychologist of record (“professional director”) for Maple Counseling’s licensure as a Psychology Clinic by the California Department of Public Health.
- Oversee intern compliance with Maple Counseling policy and terms of agreement (adequate caseloads, prompt submission of documentation, support of Maple Counseling policy with clients, etc.).
- Evaluate skill development of assigned interns. Provide written feedback as required by the graduate schools.
- Keep the Chief Clinical Officer fully informed of any potential legal or ethical issues that may impact the integrity of Maple Counseling.
- Participate in weekly staff and consultation meetings.

**REQUIREMENTS:**

- Active clinical license in California as a Psychologist.
- Minimum of 5 years post licensure experience.
- Strong clinical (psychodynamic) background is essential. In addition, experience in other treatment approaches is welcome.
- Ability to effectively teach clinical interventions and provide feedback that fosters professional growth.
- Expertise in couple’s therapy strongly preferred.
- Expertise in trauma treatment strongly preferred.
- Experience with an electronic health record (EHR) strongly preferred.

**NOTE:** Maple Counseling is implementing psychological testing as a new service. Training and supervision in the administration of psychological tests will be a part of the internship experience for doctoral students. The Doctoral Program Director will be responsible for oversight of the new psychological testing program. If the Doctoral Program Director has expertise in psychological testing, this position may expand to include training and supervising doctoral interns in the administration of tests and report writing, the implementation of a pilot program for testing services, and promotion of testing services in the community. If the Doctoral Program Director does not have psychological testing as an area of

expertise, a consultant will be hired to provide the doctoral students with training, supervision and implementation of the testing program.

**ADDITIONAL REQUIREMENTS/RESPONSIBILITIES for PSYCHOLOGICAL TESTING PROGRAM**

**(Optional):**

Candidate will possess expertise in psychological and educational testing, and a vision for the development of an affordable testing program to serve the community. Ability to effectively teach psychological testing and provide feedback that fosters professional growth required.

- Train doctoral interns in the administration and interpretation of psychological and educational tests.
- Conduct group supervision specific to psychological testing (weekly or as needed).
- Review and approve testing reports.
- Promote Maple Counseling’s psychological testing services in the local community.

**12 to 15 hours per week**

**Employment Type**

Part Time, Hourly

\$55 per hour

Benefits include Paid Time Off; opportunity to participate in agency 403(b) retirement plan

**HOW TO APPLY:**

Submit your resume and cover letter to: [mcallahan@tmcc.org](mailto:mcallahan@tmcc.org)

[In the subject line enter “Doctoral Program Director”](#)