**Clinical Therapist & Intake Specialist – Part Time**

**Our Mission:**

Cornerstone disrupts violence through advocacy, support, and prevention. We partner with individuals, families, and organizations to build communities free from harm.

**Our Core Values: \***Survivor- Centered **\***Social Justice **\***Well-Being **\***Collaboration **\***Integrity

**Summary of Cornerstone:**

Cornerstone is a $5.5 million organization that provides comprehensive services for individuals and families in the greater Twin Cities metropolitan area who are experiencing or have experienced domestic violence, sexual violence, human trafficking or general crime. Our offices are located in Bloomington, Brooklyn Center and Minneapolis. Learn more at [www.cornerstonemn.org](http://www.cornerstonemn.org)

**Diversity and Inclusion:**

We are committed to a nondiscriminatory approach and provide equal opportunity for employment and advancement in all of our departments, programs, and worksites. **BIPOC and LGBTQ+ community are strongly encouraged to apply.**

**Pay Range:**  $25-$30/hour (non-exempt)  
  
**Proposed Schedule:**  M-F 8am-12pm (One night per week from 4pm-8pm). This is a hybrid position.  
  
**Job Summary:**   
The Clinic Intake Specialist/ Clinical Therapist position serves a dual purpose. To provide scheduling support for new and returning clients requesting mental health services, and to provide therapy services to a small caseload of clients a week. Responsibilities include managing the clinical waitlists, responding to voicemail and email inquiries, and monitoring therapist caseloads using our internal electronic health records system. Training will be provided upon on-boarding by the Clinical Director. Experience conducting diagnostic assessments, writing progress notes, treatment plans, and termination summaries is desired, and training will be provided.  Trauma-informed and culturally sensitive care is desired. Applicants must have direct experience working with people from diverse cultural and socioeconomic backgrounds. Cornerstone is centered on community engagement so experience in this area is a plus.  
  
**Experience/Qualifications:**

* Applicants must hold a Master's degree in Social Work, Marriage and Family Therapy, and/or Professional Counseling.
  + Clinical Therapists (LICSW, LMFT, or LPCC’s) are strongly encouraged to apply. Preference will also be given for Pre-licensed Therapists (LGSW, LPC, or MFT’s) actively pursuing independent licensure as it corresponds with the state licensing boards. Cornerstone provides weekly clinical supervision to all pre-licensed therapists.
* Experience working in K-12 schools is a plus as we partner with schools and provide psychoeducation to students around Sexual Exploitation and Trafficking Warning Signs.
* Cornerstone provides varying support groups for domestic violence survivors/victims, and caregivers. Group facilitation experience is desired, and training will be provided.
* Applicants must have access to a reliable vehicle and possess a valid Minnesota driver’s license with an active insurance policy.

**Essential Functions:**

* Provide counseling services (individual, family and support groups) to survivors/victims of domestic violence, sexual violence, and victims of human trafficking or sexual exploitation.
* Respond to phone and email inquiries on the Clinic Services Line in a timely manner
* Provide care coordination for clients and their families for internal agency service requests
* Familiarity with using an Electronic Health Record system is preferred, but not required
* Must complete the required sexual violence/domestic violence training within the first 2 months of employment.
* Must be able to work one evening a week to facilitate support groups held virtually or in-person.
* Participate in staff meetings and required trainings, and complete other duties as assigned.
* Adherence to NASW Code of Ethics, HIPAA standards, as well as state professional and ethical standards for mental health.

**Physical Requirements:**  
To perform this job successfully, an individual must be able to perform job duties with excellence. This position requires the ability to sit and stand for significant periods of time throughout the day due to the nature of the work. Occasional lifting up to 30 pounds when helping clients or staff is desired and is at the discretion of the employee based on their physical ability. Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions.  
  
**Visit our career page at:** [**https://cornerstonemn.org/about/employment/**](https://cornerstonemn.org/about/employment/)  
  
**PT Benefits Include:**

* Virtual Mental Health Services: Free for all employees and their immediate families.
* Paid Time Off: 160 hours annually, plus 12 paid holidays. (*For full-time employees. Prorated for part-time.)*
* Paid Parental Leave: Available after one year of service.
* Retirement Savings: Up to a 4% employer match after one year of service. *(Based on eligibility requirements.)*

**EEO Statement:**  
Cornerstone strives for a fully inclusive work environment and does not discriminate on the basis of race, color, creed, religion, national origin, sex, sexual orientation, veteran, disability, age, marital or, familial, and/or with regard to public assistance or any other characteristic. We are an Equal Opportunity and Affirmative Action Employer.