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## I thought you'd be interested in this job

1 message

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### New Requisition: CLI-23-00008 - Program Assistant

A friend of yours, me, thought you might be interested in the position of Program Assistant , with Baker Center.

#### **ABOUT THE BAKER CENTER FOR CHILDREN AND FAMILIES:**

The Baker Center for Children and Families (formerly known as Judge Baker Children's Center) is a non-profit organization that serves children by promoting their healthy development, emotional, and intellectual well-being. Founded in 1917 and inspired by the work of Judge Harvey Baker, at the Baker Center we believe there is no such thing as a "bad kid," but rather children who are born into difficult circumstances and haven't connected with the right care and support. At the Baker Center, we aim to meet the overwhelming need by expanding access to the highest quality behavioral health care for all children and families.

#### **ABOUT THE CENTER FOR EFFECTIVE THERAPY AND CAMP BAKER:**

The Center for Effective Therapy (CET) is our state-of-the art outpatient center at the Baker Center for Children and Families. Serving children ages 2-22 and their families, CET provides the highest-quality evidence-based care designed to treat a wide range of behavioral and emotional concerns. These behavioral and emotional concerns include but are not limited to problems with anxiety, depression, behavior challenges, and traumatic stress disorders. At CET, we treat a multicultural population of clients including individuals from low income, racial, and ethnic minority backgrounds, members of the LGBTQ+ population, and children presenting with gender diversity. With locations in Boston and Waltham, we connect with our local community and build relationships to help break down the stigma around behavioral health care and show that we are partners dedicated to promoting inclusivity as well as health and emotional well-being for all. To do so, we provide treatments that have been proven to work, and we do so in a tailored way, making sure that we can customize treatments to the unique, specific needs of every child and caregiver.

Camp Baker is the Baker Center's summer treatment program (STP), an evidence-based day camp for children ages 6-12 with ADHD and related social, emotional, behavioral, and learning challenges. At Camp Baker, children who otherwise struggle in traditional recreational and camp settings attend a fun, summer camp where they receive an intervention tailored to their needs and proven to work. With a 2:1 ratio of campers to highly trained staff and the opportunity to put intervention skills into practice in a naturalistic camp setting alongside peers with similar challenges, Camp Baker is an intensive intervention that involves the child and family for a summer of growth, fun, and success.

### **POSITION RESPONSIBILITIES:**

The Baker Center for Children and Families, a Harvard Medical School affiliate, is currently accepting applications for a full-time Program Assistant to provide a wide range of support services to the Associate Director of Camp Baker/Assistant Director of CET, as well as staff clinicians and internal trainees. The Program Assistant will report to the Associate Director of Camp Baker/ Assistant Director of CET and will provide direct administrative and operational assistance in support of business operations at CET and Camp Baker.

We are looking for an individual who is excited about supporting a collaborative, dynamic team of professionals working to improve mental health care for youth and families. Individuals seeking experience in the mental health field prior to applying to graduate school in clinical psychology or another related field are strongly encouraged to apply. Past individuals who have held this role have gone on to successful careers as child and family mental health professionals and have been competitive applicants for doctoral programs in psychology. A minimum two (2) year commitment is required for the position.

The Baker Center also has an active Cultural Humility, Diversity, Equity, and Inclusion Program to promote diversity in service delivery and staff/faculty recruitment and retention. Applicants representing a diversity of individual and cultural backgrounds are strongly encouraged to join our team!

### **Essential Duties and Responsibilities for CET:**

- Coordinate the intake process for families by conducting in-depth clinical phone interviews with caregivers, coordinating with providers regarding client referrals, answering clinic questions, managing assessment scheduling, facilitating case assignment, and maintaining client waitlists.
- Co-supervise a team of undergraduate volunteers, including a full-time cooperative education student.

- Administer, score, and interpret standardized assessment questionnaires and support undergraduate volunteers in these efforts.
- Assist in writing portions of diagnostic assessment reports and pediatrician letters.
- Administer behavioral assessments of children's emotional and social development during initial evaluation.
- Use skills and principles of Parent Child Interaction Therapy (PCIT) to effectively engage in play with youth.
- Participate in weekly supervision, assessment, and evidence-based practice meetings.
- Support clinical staff by managing confidential documents and preparing supplies and equipment for assessments and treatment sessions.
- Assist with office management services such as: checking in client

To access more information about this position, please advance to <http://JudgeBakerChildrensCenter.appone.com> and use the search feature to find the position.

Sincerely,  
Your Career Assistant at  
Baker Center

Your friend added this message:

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