

2. Intake Coordinator Position Available

American Institute for Cognitive Therapy, NYC

Beginning January 2019

There is an opening for an Intake Coordinator position at the American Institute for Cognitive Therapy in NYC, beginning immediately. The Intake Coordinator screens prospective patients who are interested in pursuing cognitive-behavioral therapy. The intake coordinator provides a brief description of CBT and DBT, interviews prospective clients on the phone, and screens them for assignment to the appropriate therapist. In addition, he or she collects payments, schedules patients and performs other office responsibilities. The intake coordinator will also attend weekly case conferences that is a clinical seminar.

This position is full-time and ideal for a recent graduate who is interested in pursuing graduate school. We prefer someone with an interest and some education in psychology and someone who is mature, responsible, compassionate, and is able to multi-task.

The Institute is directed by Robert L. Leahy, PhD, who is recognized world-wide in CBT. Dr. Leahy is the Past-President, Association for Behavioral and Cognitive Therapies, Past-President, International Association for Cognitive Psychotherapy, and Past-President, Academy of Cognitive Therapy and Clinical Professor of Psychology, Department of Psychiatry, Weill-Cornell University Medical College, New York Presbyterian Hospital. He is the author and editor of 26 books and the recipient of the Aaron T. Beck Award from the Academy of Cognitive Therapy. Our staff is listed at <http://www.cognitivetherapynyc.com/Staff-Members.aspx>

Please forward a CV and a statement of interest to Ms. Nicolette Molina at research@cognitivetherapynyc.com. If you have any questions, please contact Ms. Molina at (212) 308-7371.

Applications will be reviewed until a suitable candidate is identified.