

**Western Theological Seminary
Job Description**

Job Title	Clinical Training Coordinator for the Master of Arts in Clinical Mental Health Counseling (MA in CMHC) program
Department	Academic Office
Reports to	Director of MA-CMHC Program
Work Schedule	Variable, up to 20 hours/week
Date	January 2026

Summary of Responsibilities

In support of the mission of Western Theological Seminary to “form women and men for faithful Christian ministry and participation in the Triune God’s ongoing redemptive work in the world,” coordinate the practicum and internship experiences that are a required part of the MA in Clinical Mental Health Counseling program. The Clinical Training Coordinator will pursue, establish, and maintain relationships with fieldwork sites, while also advising students and providing administrative support to the Director of the MA in CMHC program regarding the fieldwork experience.

Essential duties and responsibilities (Other duties may be assigned)

- Responsible for the coordination of practicum and internship experiences in the MA in Clinical Mental Health Counseling,
- Responsible for responding to inquiries from CMHC students and community partners regarding practicum and internship,
- Participate in the training of CMHC students in areas related to clinical skills, documentation, and professional development,
- Prepare, maintain, and document affiliation agreements for practicum and internship sites,
- Design and implement remediation plans for CMHC students (in response to concerns expressed by site supervisors or clinical course instructors), in coordination with the Director of the MA in CMHC program,
- Become proficient in the use and administration of clinical training software (i.e., Supervision Assist),
- Track CMHC student progress towards completing practicum and internship requirements,
- Attend department and institutional meetings (as needed).

Knowledge and Abilities

- Strong organizational skills; ability to organize and manage details
- Ability to communicate effectively, both orally and in writing, with clarity and cultural sensitivity
- Work collegially and as a member of a team
- Relational ability; cultural and pastoral sensitivity
- Prioritize work demands; work independently with minimal direction
- Ability to initiate and develop partnerships with behavioral health organizations
- Ability to effectively lead meetings and make presentations

Qualifications

- Master’s degree OR doctoral degree in Counseling or related profession
- Minimum 5 years of post-graduate, clinical experience in counseling or related profession
- Licensed mental health provider in Michigan (LPC preferred)
- Training/certification as a clinical supervisor (supervision experience preferred)
- Proficient in Microsoft Office suite; experience with database use and management
- A commitment to the mission and vision of Western Theological Seminary