



Practitioner Network Intern
Full-Time Summer Internship
Term: May 9th, 2022 - August 12th, 2022

Inkblot is on a mission to improve the mental health of individuals and organizations by creating innovative and accessible solutions. We are a Toronto-based company focusing on secure video counselling. With Inkblot, individuals can get the help they need when they need it. Uniquely, Inkblot monitors clinical effectiveness and client satisfaction session-to-session. As a company, we're proud of the stability and support that we've provided Canadian and US individuals during these difficult times, from the pandemic to social justice issues. Inkblot has created an engaging and collaborative virtual team environment that is purpose-driven, inclusive and fast-paced.

This internship is being offered as a part of [The Good & Well Internship Program](#). Throughout our summer internship program, Good & Well provides participants with opportunities to work with dynamic, high-potential social ventures as well as to learn from and network with professionals working within the social impact ecosystem in Toronto.

ABOUT THE ROLE:

The mission of the Practitioner Network Operations (PNO) team is to ensure that the Inkblot Practitioner Network is vibrant and robust. As a Practitioner Network Specialist, you will support the team achieve our mission by:

- Recruiting and onboarding practitioners to fulfill evolving customer needs, contractual obligations, and fluctuating volume
- Engaging and training the Inkblot Practitioner Network with respect to Inkblot's mission, product, clinical policies and procedures; and
- Implementing retention initiatives to retain the practitioners within our network.

MUST-HAVES

- Post-secondary degree or equivalent work experience
- At least one year of experience in a similar role
- Previous experience in a client or customer facing role
- Excellent written and verbal communication skills with attention to detail
- Strong ability to organize information and synthesize key facts for reporting purposes
- Ability to lead administrative tasks (e.g., note taking, booking on-boarding sessions)
- Confidence to work independently and within a team environment
- Excellent organizational and time management skills
- Excellent decision-making and problem-solving skills
- Able to work in a dynamic team environment and independently
- Able to perform multiple concurrent tasks
- Proven work ethic, able to take initiative and be self-directed
- Proficiency with technology (e.g., MS Office and/or Google Suite)
- Proficiency in organizing and arranging web-based meetings (such as Zoom)
- Ability to lead and host internal and external meetings



OTHER DETAILS

- \$19.05/hour for 37.5 hours/week
- Business hours are Monday to Friday, 9am-5:30pm EST.
- This role is currently remote

HOW TO APPLY

The application deadline is **February 17, 2022, at 11:59PM EST**. Learn more about the Good & Well Internship Program and how to apply [here](#).

Please note that applications will be reviewed on a rolling basis and those submitted via other methods will not be reviewed.

Inkblot Therapy is an equal opportunity employer committed to diversity and inclusion. We consider all applicants regardless of race, colour, religion, sex, sexual orientation, gender identity, national origin, age, disability, protected veteran status, and Indigenous status. If you require accommodation during the recruitment and selection process, please let us know. We will work with you to provide as seamless a recruitment experience as possible.