



Clinical Therapist Intern

SUMMARY

Provides direct service to clients in both routine and complex cases with direct supervision and consultation of fully licensed therapist.

DUTIES AND RESPONSIBILITIES

Essential duties and responsibilities include the following:

- Completes assessments required to provide treatment for therapeutic services.
- Utilizes evidence-based treatment practices.
- Establishes and maintains an effective treatment relationship respecting therapeutic boundary policy.
- Understands and observes State and Federal laws concerning confidentiality.
- Treats clients effectively regarding race, ethnicity, gender, sexual orientation, social class, environment, or religion.
- Assists with conducting therapeutic groups.
- Responsible for completing documentation into TherapyNotes within 48 hours.
- Responsible for creating and maintaining client files via TherapyNotes.
- Return all client calls and emails within 48 business hours.
- Attend weekly supervision meetings with supervisor(s) individual or in group setting.
- Create and maintain directory listings to assist with recruiting clients.
 - *RCG cannot guarantee clients or client hours, however, RCG will assist with recruiting efforts including, but not limited to appropriate referrals and marketing in directory.*
- Responsible for adequate preparing clients for discharging including making appropriate referrals for/providing after care services.

Clinical Quality Assurance

- Follows procedures to assure professional ethics and quality assurance.
- Evaluates treatment progress and outcomes with the client during and at the end of treatment.
- Maintains clear, concise, and current recording.

Supervision – will receive direct supervision by Clinical Director to include:

- Teaching and overseeing compliance with agency philosophy, values, and procedures.
- Determines job assignment and oversees job results.
- Creates an atmosphere conducive of learning and growth.
- Assesses strengths and learning needs; develops appropriate learning plan with intern.
- Provides ongoing feedback and coaches intern to perform at their potential.
- Measures results objectively and conducts timely, honest, and clear performance reviews.

QUALIFICATIONS

This position requires active enrollment in a Master's level degree seeking program in the counseling or social work field. The requirements listed below are representative of the knowledge, skill, and/or ability required.



SKILLS AND KNOWLEDGE REQUIRED

Education

Active enrollment in a Master's degree program in a counseling and/or social work field.

Language skills

Strong oral and written skills are required in this position including:

- Ability to effectively present information to clients, and staff on a variety of mental health topics.
- Ability to respond to inquiries or complaints from customers, agencies, or members of the public with the assistance of the Clinical Director.
- Ability to write clear and concise reports and correspondence
- Ability to read, analyze and interpret professional articles, reports and documents.
- Excellent skills in building and sustaining collaborative relationships.
- Organizational and computer skills to include use of Microsoft Office programs.

Reasoning Ability

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret technical instructions and deal with several abstract and concrete variables.

Certificates, License and Registrations – None are required for this position.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

While performing the duties of this job, the employee is regularly required to sit, talk, hear, and use hands to write, type or operate office equipment. During a typical day, an employee is required to stand and walk. The employee must occasionally lift and/or move up to 10 lbs. Specific vision requirements include close vision, distance vision, color vision and ability to adjust and focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. All employees are required to work from the office space given. Work from home option is not available for intern level positions.

AMOUNT OF TRAVEL/SPECIAL CONDITIONS. SALARY RANGE. HOURS PER DAY OR WEEK

Travel is not required to perform many job duties. There is no monetary compensation for this position. This is a part-time or full-time position with hours depending on candidate availability and agency need.

Employee

Date

Kevilynn Gatson, LPC-MHSP, AS

Date