| **JOB PURPOSE** |
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| The STRC Clinical Intern supports the agency by providing hope and healing to those impacted by domestic violence and sexual assault by providing direct client services promoting optimum mental and emotional health, with an emphasis on trauma work. May help individuals deal with a broad range of mental health issues, such as those associated with addictions and substance use, family, parenting, marriage, stress management, or self-esteem. |

| **REPORTING RELATIONSHIPS** | |
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| Reports To | Director of STRC/LKN Services |
| Supervises | None |

| **RESPONSIBILITIES / ACCOUNTABILITIES** | |
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| Responsibility/ Accountability Categories | Key Activities  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Outcomes / Exceptional Performance |
| Client Care | * Using trauma-informed, client-centered approach to mental health care and counseling * Provide intake and comprehensive clinical assessment to assess for symptoms, strengths, needs, abilities, and preferences, as well as be able to provide a clinical diagnosis for treatment * Develop and implement person-centered treatment plans created with clients from a strengths-based perpective * Use appropriate, agency approved treatment interventions and modalities which may include individual, group, play therapy, and expressive arts therapy. * Counsel clients individually or in group settings using evidence-based practices within scope of practice * Working with agency advocates, ensure coordinated client care with key community partners * Collaboration and coordination with other mental healthcare professionals as needed * Refer clients out as necessary for mental health care outside of clinical scope of practice within the agency * Provide crisis intervention as needed in-person or on the phone * Modify treatment activities, goals, and approaches as needed with the client in mind and work to meet client needs and expectations to the extent possible * Provide psychoeducation and counseling of family members/support system to assist with client care |
| Administration | * Maintain accurate, up to date client, program and agency records and documentation, including case tracking. * Maintain confidentiality of client records * Prepare and maintain all required treatment records and reports * Work to ensure the goals and outcomes for the program are met by working towards individualized productivity goals * Maintain required productivity level commensurate to hours worked * Adhere to Agency procedures concerning Documentation, Critical Incident Reports and Client Satisfaction Surveys and participate in the Quality Assurance Process. |
| Stewardship | * Increase community awareness of victimization, prevention, and available resources through public speaking and media requests as assigned by supervisor * Promote and maintain professional relationships with agency staff, interns, volunteers, and community partners * Provide education, workshops, and training internally to promote an environment of holistic trauma-informed care and educate others within agency about mental healthcare |
| Professional Development | * An internship is a professional learning experience that offers meaningful, practical work related to a student’s field of study or career interest. Students are encouraged to process how the advocacy internship relates to their current program with their direct field placement supervisor. * tribute to quality services by staying informed of developments and trends in the area of trauma and victimization, especially as it relates to therapy, sexual violence, child maltreatment, intimate partner violence, and human trafficking * Maintain and develop skills and knowledge by attending training especially as it relates to therapy, victimization and trauma; ensure work towards licensure and certifications are up to date needed for the job. |
| Other | Contribute to agency effectiveness by performing other agency duties as assigned. |

| **CORE COMPETENCIES** |
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| Employee must demonstrate the following competencies at all times.  **Agency Competencies**  1.Cultural Competence – cultivates opportunities through diverse people; respects and relates well to people from varied backgrounds, understands diverse worldviews, and is sensitive to group differences; sees diversity as an opportunity, challenges bias and intolerance; understands oppressions that many clients face in the community; ability to apply self-awareness and self-regulation to manage the influence of personal biases and values  2. Communication/Collaboration – uses effective oral and written communication to clearly convey and receive information and ideas in an engaging manner; demonstrates good listening skills, and invites response and feedback in order to build constructive working relationships with clients, volunteers, other work units and community organizations to meet mutual goals and objectives  3. Continual Learning/Professional Development – participates in continuing education, training and professional conferences focused on best practices to acquire and/or maintain the technical/professional expertise required to do the job effectively, resulting in the most positive client solutions  4. Quality Work Standards – motivated to achieve; sets high standards and well-defined, realistic goals for one’s self; displays a high level of effort and commitment towards completing assignments in a timely manner with care and thoroughness, checking work for completeness and accuracy  5. Resiliency – maintains effective performance in stressful environments or when confronted with difficult situations; evaluates conditions to ensure one’s own safety and the safety of others; identify and rely upon self-care strategies at home and/or work in order to handle stress in a manner that is acceptable to others and the organization  **Position Competencies**  1. Building Trust  2. Client Focus  3. Developing Others  4. Teamwork  5. Technical/Professional Knowledge and Skills  6. Engaging Diversity in Practice  7. Time Management |

| **POSITION REQUIREMENTS** |
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| * Light work: Exerting up to 20 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, twist, carry, push, pull or otherwise move objects, including the human body. * The worker is required to have the ability for close vision, distance vision, color vision, depth perception, and ability to adjust focus to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; expansive reading; visual inspection involving small defects, small parts and/or operation of machines (including inspection), to determine accuracy and thoroughness of work assignment. * Position requires ability to reach, stand, crouch, walk, finger, grasp, sit, lift, pull, push, twist, talk, hear, talk, and perform repeated motions. * Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. * Work hours are typically between Monday-Friday between 8:00am to 8:00pm. Hours may be adjusted to meet program and agency needs. * Intern must have access to transportation that allows them to meet all job requirements in a timely fashion. |

| **MINIMUM REQUIREMENTS** | |
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| Education | This is an advanced level placement. Must be in second year of an accredited clinical or MSW program |
| Experience | First year placement – clinical preferred |
| Certifications | None |
| Knowledge and Skills | Interpersonal helping skills |

| **PREFERENCES** |
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| Being an STRC advocate intern will provide exposure to intense situations related to sexual assault and domestic violence. To prevent re-victimization/re-traumatization of survivors and maintain appropriate boundaries, survivors of domestic violence, child abuse and sexual assault are encouraged to process with their school and field placement supervisor if this is the appropriate placement for them. |

Intern Acknowledgement

I have read this job description and fully understand the requirements an am able to perform all duties, including but not limited to the essential functions set forth therein. I understand that this is to be used as a guide and that I will be responsible for performing other duties as assigned. I further understand that this job description does not constitute an employment contract with Safe Alliance.

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Intern Signature                                               Date

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Printed Name