
Position Title

- ❖ Clinician in Training/Counselor Intern

Summary of Position

- ❖ The Clinician in Training/Counselor Intern will gain practical hands-on experience in the area of counseling, behavioral health, and social human services. This intern position is a clinical relationship that empowers exploration, growth and pursues healing for the Client's mind, body, soul and spirit.

Position Requirements

- ❖ Must be pursuing a graduate degree in Counseling, Clinical Mental Health, Counseling Psychology, Clinical Psychology (or any related field pursuing your LPC/LCPC/LSW/LCSW).
- ❖ Must have access to reliable transportation and reliable internet access.
- ❖ Must be available on Tuesdays and weekends..
- ❖ Must be interested in the business and clinical side of a private practice.

Position Responsibilities

- ❖ Manage at least five (15-20) client caseload.
- ❖ Meet the direct/indirect hours of the clinical/practicum of the university.
- ❖ Build rapport with clients and provide a supportive and therapeutic counseling environment.
- ❖ Assist in Client Intake, case management, discharge policies.
- ❖ Conduct Client consultation and collaborate with other professionals inside and outside of organization.
- ❖ Write concise, clinical, and ethical case notes and Client assessments and evaluations and treatment planning.
- ❖ Actively Engage in supervision/group supervision sessions in collaboration with Clinical Supervisor.
- ❖ Ability to engage in constructive feedback and implementation of recommended growth opportunities.
- ❖ Prepare for Client sessions including reading case notes and any other specific research and evaluation of Client problems, symptoms, goals for therapy. etc.
- ❖ Maintain Client records both written and electronic within the appropriate time frame outlined in training.
- ❖ Research best practices for various assignments and projects as assigned by Supervisor.
- ❖ Interact with all staff in a professional and ethical manner.

Administrative Responsibilities

- ❖ Clinical Experience.
- ❖ Write proper and ethical case notes for client files.

Professional Development

- ❖ Assist with article writing for website.
- ❖ Research a topic of passion/interest within the counseling field.
- ❖ Gather research, prepare, submit proposals to present at a regional or national conference.
- ❖ Attend at least 2 networking groups.
- ❖ Attend all required meetings/supervision/professional development opportunities.

Knowledge, Skills and Qualifications

- ❖ Able and willing to establish and conduct healthy relationships that encourage accountability, personal growth and responsibility.
- ❖ Good interviewing and listening skills.
- ❖ Organized (people and task oriented) and possess strong written, oral and interpersonal communication
- ❖ Culturally competent and aware of disparities in society.
- ❖ Ability to remain calm, supportive and professional in psychological emergencies and/or crises.
- ❖ Able to ask questions for clarification and help.
- ❖ Able to be creative and innovative within the organization to add to the success of the organization.
- ❖ Ability to receive and utilize constructive feedback regarding performance, presentation and relationships with others.

TO APPLY

- ❖ Send Cover Letter: (include reasons for your interest in private practice and more specifically why Holistically Divine Counseling, explain your philosophy on how you see humans, list out your availability)
- ❖ Addressed to:
 - Ms. Marilyn E. Taylor, Support Manager
 - Holistically Divine Counseling
- ❖ Up-to-date Resume - please ensure the contact information is up-to-date
- ❖ Three (3) references - this should be a separate document.

Application process:

SUMMER/FALL START

Application deadline: May 15

Training: TBD (training will be 1 month before seeing clients)

You will hear from us within 2 weeks of your submitted application.