

## **Clinical Intern Job Description**

### **Purpose**

The clinical intern performs individual and group counseling, supervision, crisis intervention, and consultation/outreach to District students receiving Educationally Related Mental Health Services (ERMHS). These services are provided at multiple individual school sites across the District.

### **Position Requirements**

- Must have graduate degree in a human services-based field
- Background clearance (to include fingerprinting and TB check)
- Must be able to lift up to 75 pounds
- May require strenuous activity at times

### **Preferences**

- Bilingual abilities
- Previous training in non-violent intervention techniques
- Behavioral or other contingency management experience
- Previous experience working within an educational or public school setting

### **Supervision**

- Each clinical intern receives direct supervision from a licensed District ERMHS Clinical Supervisor
- Intern supervision is provided for three hours per week (two hours per week group supervision; one hour per week individual supervision)

### **Hours of Employment**

- While some minor flexibility in service provision is possible, each clinical intern is to work a total of 30 hours per week
- Supervision hours, while provided by the District, are to be met outside of the 30 hours per week employment, and are unpaid

### **Responsibilities**

- Provide individual and group counseling to students on a regularly scheduled basis or through crisis intervention
- Complete all required District clinical documentation via electronic recordkeeping system within the same day
- Act as a District resource to school site principals and staff as needed and/or requested
- Provide consultation to staff, teachers, and parents seeking assistance with troubled students or those with serious mental health issues
- Attend group and individual supervision meetings on a weekly basis and in a prompt manner, and with an openness to learning and receiving feedback
- Interact with all staff and students in a professional and ethical manner

- Perform additional job-related duties and responsibilities as assigned

### **Knowledge, Skills and Abilities**

- Knowledge and basic skills in counseling practices and methods
- Ability to plan, implement, evaluate and report activities conducted
- Ability to communicate effectively in writing and to prepare written and electronic documents
- Ability to clearly communicate, both in person and by telephone
- Ability to travel to meetings, other school sites, and administrative offices
- Ability to establish rapport with others as a requisite for healthy and therapeutic relationships
- Ability to present oneself in an appropriately personable and professional manner to students, staff and parents
- Ability to receive and utilizing constructive feedback regarding performance, presentation and relationships with others
- Ability to effectively weigh and evaluate personal needs, client needs, and the aims and policies of the District and to respond and to negotiate these competing needs as appropriate
- Ability to main calm, supportive and professional in psychological emergencies and/or crises
- An enhanced level of self-awareness as to how he or she relates to others and an ability to effectively modulate this personal style as conditions warrant
- Knowledge of professional ethical standards and a commitment to keeping and working within these ethical standards