



MH Master’s Intern Job Description

GENERAL DESCRIPTION

Internships are typically 20 hours/week and a minimum of ten months. An intern provides counseling, case management and related services to children, youth, and families. Reports to assigned supervisor and program manager. Office Based MH Interns work onsite/in person at the office assigned, and/or School Based MH Interns work onsite/in person at schools assigned. In a “typical” 20-hour week, MH Intern will spend approximately 60% in direct service, 20% in indirect service delivery such as documentation and 20% in training and supervision. A typical internship caseload will consist of 12-15 clients. Schedule must be approved by Manager before orientation if internship is less than 20 hours a week.

MAJOR RESPONSIBILITIES

- Provides all services utilizing a strengths-based, family-focused, and integrated approach
- Demonstrates commitment to diversity, cultural relevancy, and inclusion
- Engage in on-going self-exploration and growth related to race, power, and privilege
- Provides counseling, crisis management, psychoeducation and related services to children, youth and families as assigned
- Participates in creating and maintaining a workplace that values diversity and treats everyone with respect without regard to race, color, age, religion, creed, gender, sexual orientation, national origin, marital status, the presence of any sensory, mental, or physical disability
- Demonstrates teamwork and open communication
- Provides services in a manner that expedites the meeting of contract requirements and program outcomes
- Maintains documentation in a timely, thorough, and accurate manner
- Follows agency policies and procedures, RCWs, WACs, and other external regulations; Follows CHS’s Code of Ethics
- Performs other appropriate tasks related to your professional role as needed

MAJOR RESPONSIBILITIES – Specific for this position

- Maintain a client caseload and appropriate clinical records
- Provide individual counseling, group counseling, case management, and related services to clients
- Regularly screen clients for substance abuse and health care issues and refer to appropriate services
- Provide input and report to leadership regarding the clinical needs of clients
- Conduct collaborative documentation with clients during therapy sessions
- Participate in individual supervision, staff meeting, consult meeting, and all-staff meetings as scheduled
- Maintain a professional and courteous attitude to all clients, partners, and community member

MINIMUM REQUIREMENTS

- Commitment to confronting racism, sexism, heterosexism, and other discriminatory practices
- Ability to successfully work within a diverse cultural setting and provide culturally responsive services
- Ability to work cooperatively as part of a team, and prompt and consistent attendance during scheduled working hours
- Bachelor’s Degree and enrollment in a master’s degree program for counseling, psychology, social work, or a related field
- Ability to work in an unstructured and unpredictable setting, ability to adapt to change and sense of humor

CHS may offer Level III clinical interns, who are scheduled to work at least 10 in-person hours a week, a stipend. If scheduled to work a minimum of 10 hours per week: \$250 per quarter. If scheduled to work a minimum of 20 hours per week: \$500 per quarter. The stipend will be received after completing each quarter of internships at CHS to help defray the personal costs of interning. Stipends are considered taxable by the IRS and interns who are paid \$600 or more in a calendar year will receive a 1099-NEC tax form with the reported income from CHS. It is the responsibility of the intern to submit a stipend request form to their program manager/director in order to receive payment. “Quarters” will be determined based on the onboarding date of the intern.

Intern: Printed Name _____ **CHS:** Printed Name/Title _____

Signature _____ Signature _____

Program/School _____ MH Team _____

Date _____ Date _____