



## INTERN POSITION DESCRIPTION

**PROGRAM: Community Care Services' Outpatient Mental Health Clinics**

**POSITION REPORTS TO: Robert Frazier, Ph.D.**

**DESCRIPTION DONE BY: Robert Frazier, Ph.D.**

**POSITION TITLE:** Community Care Services Outpatient Mental Health Clinics Intern

### **QUALIFICATIONS (Education and Experience)**

- Be enrolled as a second year student in a Masters Program, either in Social Work, Psychology, Counseling Psychology or Mental Health Counseling.
- OR
- Be enrolled (at a minimum) as a first year student in a Ph.D. or Psy.D. doctoral program in Clinical Psychology or Counseling Psychology.
- Computer skills, including proficiency in Word and Excel.
- Excellent communication skills.
- Ability to promote a caring and respectful attitude toward service recipients, staff and other volunteers and interns, respecting privacy and confidentiality.
- Be consistent in attendance.
- Attend required training.
- Attend weekly staff meetings.
- Attend clinical supervision with on-site advisor.
- Maintain and follow agency policies.
- Reliable transportation.
- Valid Driver's License.
- Proof of Current Auto Insurance.

Community Care Services seeks to find the best intern for an available position.

The agency does not discriminate with regard to gender, marital status, pregnancy, sex, color, race, age, national origin, ancestry, religion, or creed, physical or mental disability, sexual orientation, gender identity/expression, genetics, military or Veteran's status, political beliefs or other protected status.

Community Care Services has Community Based Services that provide clinical, case management and mentoring services to service recipients in their homes and in the community. Hours are flexible, supervision can be provided Monday through Friday, between the hours of 8:30 am - 6:00 pm.

Candidates pursuing degrees in Social work, Psychology or Counseling are encouraged to apply.

## **PRINCIPLE ACCOUNTABILITIES**

### **General Duties and Responsibilities:**

- Dress appropriately and be punctual.
- Notify your supervisor if you are unable to keep your schedule.
- Keep a record of your service hours on the posted form at your program.
- Be a role model for service recipients.
- Sensitivity to service recipients' ethnic, cultural and economic backgrounds, as well as physical or mental challenges.
- Follow the agency's Confidentiality Policy.
- Attend internal and external trainings as required.

### **Specific Responsibilities:**

- Conduct clinical assessments
- Conduct individual, group and family therapy
- Develop treatment plans
- Participate in discharge planning

## **OTHER RELATED RESPONSIBILITIES**

All interns complete an intake and orientation that includes the opportunity to interview other interns, Criminal Offender Record Information (CORI) clearance, reference check, Occupational Safety and Health Administration (OSHA) training, Mantoux (tuberculosis) screening (at some programs), information on Community Care Services' mission, as well as the program's place in that mission, including its philosophy, goals and general policies. We will arrange for all of these requirements.

Interns are invited and encouraged to attend additional training, including First Aid, CPR, CPI - Day 1 (De-escalation), Compliance and Performance Quality Improvement.

## **AGENCY SUMMARY:**

Community Care Services is a non-profit 501(c)(3) human services agency. Our mission is to maximize the potential inherent in individuals, families and communities. The agency offers over 30 diverse programs throughout Southeastern Massachusetts, parts of Rhode Island and Connecticut, serving over 7,500 individuals each year. The agency has student interns from many colleges and universities throughout Massachusetts and Rhode Island. We provide internships for students with a variety of majors, including psychology, social work, art, education, accounting, business and human resources.

We have over 400 employees and 250 volunteers, including interns. Staff having the privilege of supervising interns is challenged to learn and teach. Students introduce new skills and fresh ideas; and bring out the best in us.

Please visit our website at [www.communitycareservices.org](http://www.communitycareservices.org). On the “Home” page, type **intern** in the search bar. This will link you to the agency’s Volunteer & Intern website for additional information and application paperwork.

**Contact:**

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