

INTERN JOB TITLE: Counseling/Mental Health Intern TYPE: College/University

REPORTS TO: TBD SCHEDULE:
Flexible Hours

DIV/DEPT: TBD DATE UPDATE: 12/30/21

Ark Counseling and Wellness Center believes that each intern as an integral part of the organization's mission and a valued team member. Therefore, it essential that all interns know that Ark Counseling and Wellness Center is a 501 (C)(3) faith-based nonprofit. The Ark Counseling and Wellness Center's is a 501(c)(3) faith-based nonprofit that conducts outreach; provides physical, mental, and spiritual support; teaches, shares insight with, and equips individuals to reach their full potential; and provides mental health counseling. We believe every individual deserves total well-being and rich fulfillment of their purpose in life.

SUMMARY OF POSITION

The *Counseling/Mental Health Intern* will gain practical work experience in the area of counseling, behavioral health, addictions and social human services. This intern position supports the promotion of individual growth for the clients of The Ark Counseling and Wellness Center through Outreach, Assessment, Connection, Case Management and Accountability.

DUTIES AND RESPONSIBILITIES

- Assists in client intake process.
- Conducts client consultation and collaborates with other agency professionals.
- Writes case notes and client assessments and evaluations.
- Supports the Resource Department in scoring, interpreting and reporting.
- Conducts supervision sessions in collaboration with site supervisor.
- Attends appropriate meetings, including staff meetings with clinical staff.
- Identifies agency resources, services, and systems.
- Completes hosting agency orientation, policies, procedures, meeting staff
- Prepares for client sessions including reading case notes and other specific research evaluation of client problems, etc.
- Participates in small group supervision/seminar preparation; previewing video tapes, and research
- Maintains client records both written and electronic
- Coordinates partner agency services and visits
- Research best practices for various assignment and projects

SKILLS AND QUALIFICATIONS

- Mature Christian with a good familiarity with God's word
- Able and willing to establish and conduct healthy relationships that encourage accountability, personal growth and responsibility, facilitating identify in Christ

- Organized (people and task oriented) and possess strong written, oral and interpersonal communication
- Culturally competent and aware
- Good interviewing and listening skills
- Solid understand of research and best practices
- Skilled in intake, case management and discharge policies
- Ability to use proper approaches with clients including but not limited to Cognitive Behavior Model, Solution-Focused Approaches, Emotionally Focused Approaches, and other Systems approaches.
- Understanding of the unique issues encountered in a homeless environment; addictions, psychological disorders (anxiety, depression, trauma, schizophrenia, etc.) and poor function.

EDUCATION/EXPERIENCE

- Previous experience working with or volunteering with people in recovery, homeless, or felons is desirable
- Completion of half of a degree program in Counseling or Chaplaincy

WORKING CONDITIONS/PHYSICAL FACTORS

Occasionally: 1%-33%; Frequently: 34%-66%; Continuously: 67%-100%

Climbing Stairs – Occasionally

Walking between -

Work environment is primarily indoors/virtually. - Continuously

EQUIPMENT/TOOLS USED

Computer Fax Phone Social Media Software

Please send your cover letter and resume to fsomoye@arkcounselingcenter.org