



Internship Position Description

POSITION TITLE: Youth Services Counselor in Residence

CLASSIFICATION: Intern, 9 month minimum

POSITION SUMMARY – For cases determined to be appropriate by Supervisor, the Counselor in Residence is responsible for providing clinical assessment and intensive, specialized mental health treatment to child and adolescent victims of abuse and neglect as well as runaway, homeless, or at-risk youth. The Counselor in Residence will also provide counseling to family members as needed, to enhance the effectiveness of the treatment of the child/adolescent. The Counselor in Residence will have the opportunity to provide crisis intervention through an emergency hotline. The Counselor in Residence will assist in coordinating service delivery with community agencies and conducting outreach presentations in the community.

POSITION QUALIFICATIONS –

1. Must be working towards a master's degree in counseling, social work, or related field.
2. Experience working with children, adolescents and families.
3. Basic knowledge of treatment needs of abused and neglected children as well as runaway, homeless, and at-risk youth.
4. Ability to organize time effectively and to meet assigned work demands.
5. Ability to evaluate one's own limitations, behaviors and biases and to manage own behavior constructively.
6. Ability and willingness to participate in on-going supervision and case consultation.
7. Ability to understand agency programs, policies, services, structures and their relationship to the staff, clients and community.
8. Current and valid driver's license

TECHNICAL COMPETENCIES –

The Counselor in Residence will...

Clinical Services:

The following are for cases determined to be appropriate for Counselor in Residence by his/her Supervisor—

- Conduct clinical assessments of child and adolescent victims of child abuse/neglect referred for mental health services.
- Develop treatment plans based on assessment of clinical needs.
- Provide individual and/or family counseling to children/adolescent victims based on individual needs.
- Provide counseling to secondary victims as appropriate/needed.
- Help organize and conduct therapy groups, as needed.
- Coordinate services with referral sources and other involved parties as needed.
- Refer clients to in-house and community resources as needed.
- Provide reports to courts, testify in court, and collaborate with criminal justice agencies as these activities relate to providing mental health services for victims and families.
- Complete TF-CBT online training.
- Complete training for CANS assessment.
- Be open to feedback from supervisors.
- Participate in weekly individual supervision and twice a month group supervision.
- Participate in agency evaluation data collection

Internship Responsibilities:

- Maintain paperwork for graduate program.
- Keep track of hours completed.
- Communicate with Supervisor about any issues related to school program/course of study.
- Be flexible in regards to sharing office space.
- Participate in agency orientation and program orientation as appropriate.

Collaboration/Outreach:

- Establish relationships with local departments of social services, CASA, SARA, victim services, schools, and other agencies serving child/adolescent.
- Attend and participate monthly meetings of the Multi-Disciplinary Team to coordinate referrals and services with social services and criminal justice system agencies.
- Assist in planning and implementation of local child abuse prevention activities.
- Assist in providing outreach to local agencies and community groups about CYFS Youth Services.
- Assist in providing educational presentations to local agencies on child abuse and neglect treatment/prevention as well as runaway, homeless, and at-risk youth.

CORE COMPETENCIES –

All CYFS Employees/Interns will...

Communication

- Maintain appropriate lines of communication within the agency.
- Develop and maintain working relationships with other community agencies in related fields.
- Provide clear and accurate information to potential clients, the community, other agencies and funding sources regarding the agency's function and current programs.
- Know and understand the agency's philosophy and mission.

Integrity

- Treat people in a caring and respectful fashion, mindful of individual, cultural and ethnic differences.
- Maintain appropriate professional boundaries with clients, colleagues and donors.
- Protect privacy and confidentiality of clients, colleagues and donors.
- Be respectful in verbal and written communication to and about clients and colleagues.

Planning/ Work Performance/Supervision/Enhancing Agency

- Set appropriate priorities and plan work systematically.
- Demonstrate problem solving, learn/use equipment/technology and use resources in a responsible manner.
- Report routinely to supervisor and utilize supervision to provide quality services.
- Adhere to the guidelines of the agency set forth in the Agency Manual (aka "Personnel Policies").
- Attend and participate in scheduled training seminars and on-going general agency staff and program team meetings.
- Perform basic administrative tasks, including reports and statistical summaries, and other duties, not listed here, deemed necessary for the well-being of the agency.

I have received and have had the opportunity to discuss the job description (above), copies of the performance evaluation form and an organizational chart for CYFS.

Printed Name

Signature

Date