



98 Broadlawn Shopping Center  
Ardmore, OK 73401  
(O) 580.798.3650 (F) 855.237.6279

## Job Description - Counseling/Mental Health Intern

Reports to the Clinical Director

### **Definition of Service:**

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 in the clients and guests of Healing Hearts Counseling Service through Assessment, Connection, Case Management and Accountability and Restoring Lives mission through outreach.

### **Essential Duties and Responsibilities:**

- Assists in client intake process and administer
- Conducts client consultation and collaborates with other agency professionals
- Writes case notes and client assessments and evaluations
- Contributes to the development of clients Life development plan (LDP)
- Supports the Resource Department in scoring, interpreting, and reporting Psychometric assessments
- Conducts supervision sessions in collaboration with site supervisor
- Attends appropriate meetings, including staff meetings and other 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 any other specific research and 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
- Researches best practices for various assignment and projects as assigned by supervisor

### **Requirements:**

- Able and willing to establish and conduct healthy relationships that encourage accountability, personal growth and responsibility
- Organize (people and task oriented) and possess strong written, oral and interpersonal communication
- Understanding of how legislation affects client care
- Culturally competent and aware
- Good interviewing and listening skills
- Solid understanding of research and best practices

Healing Hearts Counseling Service will not discriminate on the basis of age, gender identity, race, sexual orientation, color, sex, religion, disability or national origin.



COUNSELING SERVICE PLLC

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- 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 poverty environment; underprivileged, addictions, psychological disorders (anxiety, depression, trauma, schizophrenia, etc.) and poor function.
- Previous experience working with or volunteering with people in poverty, underrepresented cultures, all socioeconomic backgrounds, orientations is desired
- In internship course of Mastered Level Degree for Counseling, Addiction or Rehabilitation

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Signature

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Date

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*While performing the duties of this position, the employee/contractor is exposed to weather conditions prevalent at the time. The employee/contractor may experience exposure to dust, pollens, pollutants, fumes, and communicable diseases as related to the healthcare environment. The noise level in the work environment is usually mild.*

**Physical Requirements:**

CLINICAL STAFF				
	Not Applicable	Occasionally	Frequently	Constantly
Stand		x		
Vision – near			x	
Vision- w/ assistance			x	
Walk			x	
Sit				x
Reach outward				X
Reach above shoulder		X		
Climb		X		
Crawl	X			
Squat/kneel	X			
Bend			X	
Lift/Carry				
10lbs or less			x	
11-20 lbs		x		
21-50 lbs		x		
51-100 lbs	x			
Over 100 lbs	x			
Push/Pull				
12-lbs or less		x		
13-25 lbs		x		
26 – 40 lbs	x			
21-100 lbs	x			
Not Applicable				
Activity does not apply to this position				
Occasionally	Position requires this activity up to 33% of the time (0 – 2.5 hours per day)			
Frequently	Position requires this activity from 33%-66% of the time (2.5-5.5 hours per day)			
Constantly	Position requires this activity more than 66% of the time (5.5 hours + per day)			

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