Job Description

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| **Job Title**: Intern Counselor | | **Department # and Name**: 180 Scraper Counseling Center | | | |
| **Reports to**: Director of Counseling Services | | | | **Funding type**: | |
| **Position Type**:  Internship | **FLSA Status**:  NA | | **Hours worked Per Week**: 10-25 | | **Rate of Pay**:  $0 |

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| **POSITION SUMMARY:**  The Intern Counselor’s primary role is to provide therapeutic counseling services to the MACU community. |

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| **ESSENTIAL DUTIES AND RESPONSIBILITIES:**   * Provides therapeutic counseling services to a caseload of 4-15 clients each week to members of the MACU community. This includes keeping current on therapeutic case notes, scheduling or rescheduling clients, communicating with clients. * Meets weekly with the Director of Counseling for one-hour of consultation. * Attends trainings provided by the Scraper Center. * Keeps track of internship and practicum hours. * Follows all University requirements. * Attends staff meetings. * Communicates schedule, issues, concerns, and positive interactions with Director of Counseling and the Intern Coordinator. * Facilitates live supervision with clients provided by supervisors. * Attends mandatory orientation training at the beginning of internship/practicum. * Sees clients during Scraper Center office hours only. * Prepares idea for a small group, research idea and curriculum for a small group, and leads a small group with a minimum of six sessions. |

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| **QUALIFICATIONS:**  To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.  ● Proven interpersonal skills with a focus on empathy and care for clients.  ● Ability to be teachable and coachable and responds positively to correction and mentorship.  ● Positive attitude and acts as a team player.  ● Ability to work with a team in a fast-paced environment  ● Ability to prioritize and manage multiple tasks efficiently.  ● Technology proficiency.  ● Ability to communicate effectively through written and verbal means.  ● Ability to adhere to and respect strict confidentiality requirements.  ● When the intern is unsure in any counseling situation, they must be willing to seek advice or help from Director of Counseling. |

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| **EDUCATION and/or EXPERIENCE:**   * Student in Master’s Degree in Counseling program with at least 30 hours of completed coursework. * Working toward Licensed Professional Counselor or Licensed Marriage and Family Therapist status upon graduation. * Experience working with diverse populations, both traditional students and post-traditional students. |

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| **COMPUTER SKILLS:**  Must be proficient in computer skills with the ability to learn new counseling platforms as required. |

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| **PHYSICAL DEMANDS:**  The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. |

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| **WORK ENVIRONMENT:**  The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. |

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| **Prepared By: Michelle Strain**  **Date: July 22, 2024** | Approved By:  Date: |