

Job Description: YWCA Silicon Valley Counseling Intern

October 2014

Position Title: Program Area: Accountable to: Classification:

Compensation:

Accountability Framework:

Counseling Trainee
School Based/Clinic Counseling Clinical Supervisor

Internship

Part-Time (Maximum of 15 clinical hours + participation in clinical supervision, professional development, training, orientation, and team meetings)

Stipend, according to YWCA Silicon Valley internship stipend scale

Responsible for being in compliance with corporate policies and procedures, and recommends improvements/changes to existing corporate policies to supervisor. Follows operational procedures within area of work, and provides feedback on same to supervisor. Receives support and supervision from supervisor to ensure achievement of work in area of responsibility.

Purpose of Position:

To ensure YWCA Silicon Valley delivers a high quality school based and clinical counseling program through the delivery of high quality, culturally competent, trauma informed services. Must not fail to deliver ethically, legally, and clinically appropriate counseling services. Must not fail to participate in all training and orientation sessions, collect and remit fees in accordance with policies and procedures, enter client data within monthly deadlines, follow program and agency procedures and policies, and comply with information management and confidentiality standards.

Competencies:

Integrity & Accountability Communication
Cultural Awareness
Team Work
Self-Awareness & Emotional Intelligence Client-Centered Service

Flexibility

Commitment to Learning

Essential Functions & Responsibilities: Client Service:

- Adhere to service schedule set with management: Deliver service to a maximum of 10 hours weekly, in addition to team meetings and training

- • Actively participate in and attend supervision on a weekly basis, and participate in two performance evaluations within a 10 month period
- • Attend all professional development, orientation, and training sessions, and demonstrate application of knowledge in service delivery
- • Deliver, and be able to demonstrate delivery of services in clinically, ethically, legally, and professionally appropriate manner, and in supporting the overall program to meet and exceeding these standards

Standards of Performance:

- ➤ • Self-evaluation and performance appraisal is completed on time within a 10 month period
- ➤ • Adheres to service schedule
- ➤ • Attends all related training, orientation and professional development delivered by the YWCA. If interns/trainees are unable to attend due to unforeseeable and/or unpreventable reasons, ensures permission granted by the Clinical Supervisor. Can demonstrate compliance with and application of information delivered at training and orientation sessions.
- ➤ • Attendance at all individual/group supervisory meetings
- ➤ • Ensures all services are delivered and documented in a legally and ethically appropriate manner

Program Administration:

- • Ensures the compliance with agency and program standards, policies, and procedures, including but not limited to information management, confidentiality, and fee collection/remittance
- • Ensures entry of all ETO data within 10 calendar days of prior month end, except in June when all data updating is due on or before the last day of school
- • Ensures accurate tracking of client fees, balances, and pro-actively works with clients to achieve payment of all balances
- • Reads and responds to all program related e-mail
- • Ensure effective management of program related resources and supplies

Standards of Performance:

- ➤ • Responds to e-mails within two business days (YWCA assigned e-mail account)
- ➤ • Completes monthly report on deadline (if applicable)
- ➤ • Ensures client information management, confidentiality protocols, and agency and program standards, policies and procedures are followed without fail
- ➤ • Ensures effective close to the school year end (e.g. file and inventory management), and must not fail to ensure all case files are properly filed at the YWCA after sign off from supervisor
- ➤ • Must not fail to ensure all client balances are 'zero' by end of term

Additional Duties:

- • Advance the mission, vision and values of YWCA Silicon Valley
- • Identify and pursue opportunities for personal and professional development
- • Additional duties as assigned by Clinical Supervisor

Please submit CV, cover letter to: resumes@ywca-sv.org . Use the following text in the Subject Line: Counseling Intern

Please submit applications as soon as possible. Posting will continue until position is filled. Do not initiate a phone call. Applicants not following this procedure will immediately be disqualified.

Thank you once again for your interest in working at the YWCA. Due to high volume of candidates who apply, we may be unable to respond to every individual submission.