
Internship Position Description

Counseling Services Assistant (Revised 03/15/2011)

Exceptions must be pre-approved by the Internship Program Coordinator.

Orientation

- 48 Hour DV Training (not required to start)
- Program Orientations & Visits

On-Going

Counseling Services Administration

Provide support to the Director of Counseling Services & the Counseling Management / Clinical Supervisors Team in the following areas:

- Support the department in the day-to-day operations
- Research best practices in the field of domestic violence counseling
- Collaborate on the design, execution, documentation & evaluation of new services or changes to existing services
- Participate in updating department procedures
- Assist staff in updating or improving program materials
- Other efforts

Supervision & Training

- Counseling Team Meeting (as appropriate) (1 hr/week; Mondays 2-3pm)
- Intern Class Supervision** (1 hr/week; Mondays 3-4pm)
- Individual Supervision (1 hr/10 hrs logged)
- Additional Direct Service Trainings as offered**
- Periodic Check-ins with Intern Program Coordinator

FSS Organizational Efforts / Meetings

- FSS Email & voicemail
- Placement-specific or Task Force meetings & efforts**

** These are not required, but highly recommended to enrich your learning experience.