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# Internship Position Description

## Counseling

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(Revised 03/15/2011)

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

### Orientation

- 48 Hour DV Training
- Program Orientations & Visits

### On-Going

#### *Direct Client Service Caseload*

- Hotline Shift\*\* (if elected, min commitment is 1 shift of 3 hrs/week for 4 months)
- Co-facilitate Group Counseling (usually 2 groups/week)
- Individual Counseling (30% of your weekly hours; must include evenings)
- Case Management or Employment Guidance sessions (periodically)
- Service Logs (daily)

#### *Supervision & Training*

- Counseling Team Meeting (1 hr/week; Mondays 2-3pm)
- Intern Class Supervision (1 hr/week; Mondays 3-4pm)
- Individual Clinical Supervision (1 hr/week)
- Group Facilitators' Supervision\*\* (1 hr/month; last Monday of each month 2-3pm)
- Case Presentations (1 case, done in a Counseling Team Meeting)
- 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\*\*

#### *Special Projects*

- Presenting Orientations & Training Sessions to incoming interns
- Health Fair booths, DV 101 Presentations
- Other efforts

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