



## INTERN POSITION DESCRIPTION

Intern Position: **Master's Level Counseling Intern** – Greene County Outreach

Date: Ongoing (Tuesdays & Thursdays; Roller Coasters on Wednesdays)

### Mission

Catholic Charities is the primary social service agency of the Diocese of Pittsburgh, serving all, regardless of religious affiliation, at their time of great need.

### Primary Function:

Use advanced skills to assess client needs, communicate with individuals and families, and assess and follow through with individual goals.

### Client Population:

The services of the Family Therapy Program are directed to clients of all ages who are experiencing emotional difficulties, marital or family conflict, or other relationship issues. Clients in active substance addiction and those with chronic or severe mental illness are referred to programs outside of Catholic Charities that are more specifically geared to their needs. Clients with addictive behavior not related to drugs or alcohol (e.g., gambling or sexual addictions) may be served at Catholic Charities with prior approval of the Director of Counseling.

### Duties:

All volunteers are responsible for complying with policies and procedures established by Catholic Charities. Volunteers are required to abide by the Code of Ethics set forth by Catholic Charities USA; further, volunteers must adhere to the social teachings of Catholic Charities, including respect for life, while holding a position within the organization.

### Responsibilities:

1. Accurately assesses clients in a timely manner to ensure appropriate and differential planning and treatment for each client.
2. Develops treatment plans while working one-on-one with clients.
3. Uses excellent listening and writing skills for required documents.
4. Meets deadlines; documents accurately; is respectful and refrains from judgment; displays initiative; asks questions and listens to answers.
5. Prepares for and participates in case conferences or treatment team meetings and supervisory sessions to meet client needs and program requirements.
6. Provides appropriate contacts with referral sources and community agencies to ensure continuity of care.
7. Maintains expected levels of service to clients to ensure efficient, effective use of resources.

8. Prepares reports, statistical forms, and other documents to provide accurate and current client data.
9. Conducts group services to provide specialized therapeutic intervention with appropriate clients.
10. Provides information to persons requesting counseling services either by telephone or in-person to facilitate entry into appropriate services.
11. Assists with answering phones and providing occasional case management services

### Programs

#### **Roller Coasters**

Roller Coasters is an evidence-based curriculum that provides support and information to elementary school children who are experiencing family changes such as divorce, loss, and other life transitions. You will work with experienced, licensed professionals from Catholic Charities' Greene County office in a group setting for a period of eight weeks using innovative activities to help children cope with their feelings, manage anger, and improve self-esteem.

#### **Co-Parenting and Trans-Parenting Education**

Parents play a critical role in their children's ability to adjust during the transition of divorce or parental separation. Learn how to help your children adjust to the changes and feelings associated with divorce.

Reporting Relationship: Director of Counseling

### Minimum Qualifications

- Master's or pursuing a degree in Social Work/Psychology or a related clinical field from an accredited institution.
- Must be comfortable working with a diverse population
- Abide by Catholic Charities Code of Ethics and Social Teachings of the Catholic Church
- In some cases, LCSW, another PA clinical licensure, or a commitment to obtain the appropriate licensure within time period prescribed by Catholic Charities.
- Criminal and Child Abuse background checks no older than 2 years.
- FBI Background check must be obtained
- Must have a face to face interview with Director of Counseling in Allegheny County. (telephone conversation can be arranged for special cases)

If interested please forward resume and cover letter to Bonnie Rolison [brolis@ccpgh.org](mailto:brolis@ccpgh.org)