

Arden Shore
Child and Family Services

Job Description

POSITION TITLE: Behavioral Health Post Graduate Clinical Intern

Reports to: Clinical Supervisor

Position Requirements: Candidates must have a master's in social work, counseling or other related field. Education and training in traditional counseling modalities including brief therapy. At least 21 years old, valid driver's license. Bi-lingual (Spanish) candidates highly encouraged but not required. Must be eligible to provide services to minor children via clearance from a DCFS background check. Complete and abide by Mandated Reporter training and ethics. Be willing to and become certified in the administration of IM+CANS (Illinois Medicaid's integrated assessment and treatment planning tool).

Must possess strong interpersonal communication skills and organizational skills, use sound judgment with treatment modalities and in response to calls for services. Meets all applicable employment regulations set by the Illinois Department of Children and Family Services and other regulatory agencies. Ability to respond appropriately to the cultural differences present among the agency's service population.

General Job Description:

Provide counseling (individual, family, couples, group) to assigned clients, across the life spectrum, based in the community or referred from Arden Shore's child welfare programs (foster care, intact). Provide clinical supervision during visitation between biological parents and children in foster care, providing clinical feedback and guidance to both the parent and the casework team. Provide services under a trauma informed model: Attachment, Regulation and Competency (ARC). Complete all necessary paperwork associated with funding sources and governmental requirements. Abide by all requirements for program operations including those set by the Illinois Department of Children and Family Services as well as those of other regulatory agencies are met.

Specific Duties:

- Provide trauma-informed counseling to individuals, couples, parents/children, as prescribed by budget and school expectations.
- Facilitate therapeutic groups as assigned
- Facilitate therapeutic visitation between children in foster care and their biological parents.
- Record treatment planning, progress notes, quarterly reports (as applicable) and discharge summaries in a timely fashion. All billing notes are required to be completed within one week of service. All IM+CANS must be signed no later than 30 days after case opening.
- Maintain a schedule that accommodates the needs of the clients.
- Build and maintain accurate client files according to current expectations.

- Report statistical data and scheduling, as required.
- Participate in all phases of intake, referral, and assignment process as requested.
- Participate in agency staff meetings, peer consultation, weekly individual and group supervision.
- Engage clients in a therapeutic relationship, review and ensure all necessary consents are signed.
- Provide advocacy for clients when applicable.
- Be conversant with and observe professional ethics, privacy practices and Council on Accreditation standards.
- Perform other duties as assigned.

Hours: Varies based on needs

Pay Grade: N/A, internship is unpaid

03/10/2020