

STUDENT INTERN JOB DESCRIPTION

Description

The student intern will have the opportunity to gain hands-on experience and contribute to meaningful projects under the guidance of experienced professionals. The intern will be involved in various aspects of clinical support and administrative tasks related to mental health and substance use treatment.

Responsibilities

- Assist clinical staff in conducting intake assessments and screenings for clients.
- Participate in treatment planning meetings and contribute insights based on client interactions and research.
- Support group therapy sessions and psychoeducational workshops.
- Assist in maintaining accurate and confidential client records and documentation.
- Conduct research and literature reviews to support evidence-based practices.
- Help organize and facilitate community outreach programs and educational events.
- Collaborate with interdisciplinary teams to ensure coordinated care for clients.
- Other administrative tasks and projects as assigned.
- Link the recipient with services and resources identified in the care plan.
- Advocate for the acquisition of services and resources necessary to implement the care plan.
- Commitment to high-quality, ethical practice
- Openness to providing case management and resource coordination services in a variety of settings (e.g. office, schools, homes).
- Willingness to work collaboratively as part of a multidisciplinary team.
- Additional duties as outlined by site supervisor and/or administration.

Qualifications

- Currently enrolled in a graduate or undergraduate program in psychology, social work, counseling, or a related field.
- Passionate about mental health and substance use treatment with a strong desire to make a difference.
- Excellent interpersonal and communication skills.
- Ability to maintain confidentiality and handle sensitive information with discretion.
- Proficiency in Microsoft Office (Word, Excel, PowerPoint).
- Prior experience in a healthcare or mental health setting is preferred but not required.
- Must pass background check and drug screen

Job Type: Full time

Experience: Two years of experience working with individuals in a human service setting.

Required License: KY Targeted Case Manager Certification

Executive Director Signature: _____

Date: _____

Intern Signature: _____

Date: _____