



Job Description for WKU School-Based Project ACCESS Mental Health Internship

The position of Project ACCESS School-Based Mental Health Internship with the Green River Regional Educational Cooperative (GRREC) is designed to provide direct services to students for GRREC's Mental Health Demonstration Grant program, a federal project funded by the U.S. Department of Education. Graduate Students will be placed in a school for internship. Participants will be agreeing to employment of two years post-graduation if offered employment by a district or community-based mental health agency.

Qualifications:

- A Graduate Student from Western Kentucky University in either Clinical Mental Health, Social Work or School Psychology and holds appropriate credentials.
- Must be able to work flexible hours to meet program needs
- Willingness and/or ability to make a two-year commitment to a district or community mental health partner post-graduation
- Must have a valid driver's license, good driving record, and access to a reliable vehicle to carry out performance responsibilities
- Desire to have a career as a school-based mental health service provider in South Central Kentucky
- Excellent analytical skills; experience with data collection and data analysis
- Strong organizational and time management skills
- Strong oral and written communication skills
- Proficient computer skills with a variety of programs and software; specifically must have the ability to create word processing and desktop publishing documents, spreadsheets and databases
- Ability to work independently with little direction and be self-motivated
- Good interpersonal skills; ability to be a team player, collaborate and promote positive public relations on behalf of the project, member LEAs, and GRREC

Reports to: Field Supervisor, District or School Coordinator and/or School Counselor Liaison

(continued)

GRREC Performance Responsibilities

- Provide treatment services (including therapy) to school-aged children, as well as education designed to help families in caring for their mentally ill or emotionally disturbed child in the home.
- Work closely with other mental health professionals and project staff.
- Provide diagnostic and therapeutic services in accordance with standards applicable to mental health professionals.
- Provide individual, family, and/or group counseling services to children, adolescents, and families.
- Collaborate with project staff, school personnel, and community mental health partners to expand and broaden services offered to students.
- Document work in areas of diagnostic evaluations, progress notes, treatment plans, and data related to grant activities.
- Participate in continuing education and other activities necessary to maintain competency and licensure.
- Collaborate with school counselors, teachers, and administrators in building capacity to enable them to better identify and serve students with mental health issues.
- Communicate effectively and work cooperatively with employees, families, schools, individuals, and the public.
- Meet or exceed productivity expectations.
- Adheres to and upholds the ethical standards of the profession.
- Supports the organization's overall mission by participating in and taking leadership when requested for team meetings, professional learning opportunities, retreats, and other organization-wide events.
- Perform additional responsibilities as needed and/or outlined by the Grant Project Director or School District Designee.
- Attend professional development training and/or conferences as requested by the Grant Project Director or School District (Community Mental Health Provider)
- Maintain contact with the site supervisor
- Maintain all academic required obligations including weekly supervision

Placements available in many counties, view <https://www.grrec.org/member-districts> to see full list