



Job Description: Intern Therapist

General description:

Intern Therapists at The Cognitive Refinery learn to provide quality psychotherapy services to a diverse clientele. Intern Therapists are to represent The Cognitive Refinery well in and out of the office and adhere to ethical codes, state and federal laws, and the policies and procedures of The Cognitive Refinery.

Duties of the position:

First Semester

- Observe therapy sessions to develop clinical skills.
- Practice documenting session notes for observed sessions.
- Develop treatment plans with the assistance of a therapist.
- Participate in clinical team meetings to review cases and engage in consultation.
- Research assigned topics for clinical discussions.
- Keep track of all hours and document supervision.
- Check e-mails on a daily basis and respond to messages in a timely manner.
- Maintain a clean and tidy office environment.
- Dress appropriately for work and work related events.
- Greet clients who are waiting for appointments and help them feel comfortable in our environment.
- Take detailed phone messages when required and promptly notify others of any messages requiring their attention.
- Ensure schedule availability is up to date.
- Represent the business professionally in appearance and in interactions.

Second Semester

- Continue first semester objectives.
- Once approved, maintain a small caseload and provide psychotherapy for individuals, couples, and families.
- Document sessions for assigned clients in electronic health record and ensure that notes represent medical necessity.
- Complete all documentation within 48 hours.
- Independently create individualized treatment plans.
- Work on accurately diagnosing with the assistance of supervisor.
- Respond to crisis events. Ensure the safety of clients and arrange for hospitalization if required.
- Possibility to lead groups if groups are established at the time of internship.

Requirements:

- Currently working on a Master's in counseling, psychology, or social work.
- Understanding of theoretical perspectives and basic working knowledge of CBT.
- Familiarity with HIPAA and informed consent.
- Must be computer literate and able to operate Microsoft Office Suite.
- Strong interpersonal and communication skills required.
- Detail oriented and organizational abilities.
- Ability to be sensitive to the needs of mental health clients.
- Maintain malpractice insurance.
- Experience in mental health field preferred, but not required.

Benefits that we offer:

- Having a diverse team of clinicians, we are able to provide opportunities to observe theoretical approaches applied with various issues.
- We have monthly team meetings where we consult with each other on challenging cases and review best approaches for treatment. We also have an educational component to these meetings where our clinical leaders teach skills.
- We allow interns to have designated space to maintain a small caseload once they have been able to show their clinical abilities. This gives an opportunity to be prepared for the demands of working in the field post graduation.
- We are an office that utilizes electronic health records and provide experience with documentation.
- We offer the ability to have a working knowledge of insurance reimbursement post graduation.
- Employment opportunities after graduation are available.