31 East Avenue, Woodstown, NJ 08098
1514 Kings Highway, Swedesboro, NJ 08085
1919 Kings Highway, 2nd Floor, Swedesboro, NJ 08085
1117 East Landis Avenue, Vineland, NJ 08360

Job Description - Clinical Intern

Position: Clinical Intern

Department: Clinical

Reports to: Clinical Supervisor

Classification: Unpaid Intern

Status: Intern

Essential Function

This position is responsible for providing mental health outpatient counseling to a caseload of at least 12-15 clients per week. Care for caseload includes providing mental health outpatient counseling and completing all required documentation to keep clients' records updated according to legal/ethical guidelines of the profession as well as insurance company requirements.

Daily Responsibilities and Duties

All below core duties and responsibilities are under the Supervision of Intern's assigned Clinical Supervisor. In the absence of the assigned Clinical Supervisor, Intern shall go to substitute Clinical Supervisor. Duties and Responsibilities include the following:

- Provide mental health therapy to clients within the scope of training/experience/licensure
- Provide case management services as necessary and/or communicate with other healthcare providers involved to advocate for other services as needed
- Respond to client crises as necessary and make recommendations to keep the client safe and ensure all company safety measures are followed
- Maintain progress notes in EHR according to MTC's policy guidelines
- Follow all safety protocols and maintain client confidentiality
- Report all client crisis, suicidal ideation/attempts/plans to Supervisor
- Keep Supervisor informed of any significant treatment issues that occur with clients
- Meet weekly with Approved Clinical Supervisor
- Maintain records of client contact hours and required supervision hours
- Maintain communication with administrative staff to ensure timely payment for services
- Contribute to practice by accomplishing administrative related tasks as needed
- Participate in biweekly staff meetings and required trainings
- Respond to client calls and/or e-mails within 24 hours during the business week
- Complete progress notes, with signature, and other documentation to keep client's record up to date and submit billing within 24 hours of the session time
- Develop a rapport with clients in order to facilitate a healthy therapeutic relationship
- Adhere to legal and ethical guidelines of the profession
- Maintain a professional appearance and attitude in interactions with others

- Collect correct payments from clients and schedule ongoing appointments. All payments must be collected and entered into the EHR within 24 hours of the session.
- Maintain log of clinical and non-clinical hours for supervision
- Demonstrate self-motivated attitude and ability to perform responsibilities of position with limited supervision
- Demonstrate the ability to effectively multitask
- Follow and implement company policies and procedures as outlined in the company employee handbook
- Keep work area clean and organized
- Demonstrate a willingness to learn new skills and techniques and display a teachable attitude when learning a new skill
- Perform related work as assigned
- Assist with Administrative duties of the office, such as answering phones, scheduling and responding to client inquiries

Essential Skills Needed

The following describe the preferred skills, knowledge, and abilities needed to successfully perform the duties of the position:

- Possess excellent interpersonal skills; able to get along well with a diverse group of people; supervisees, clients and co-workers.
- An adherence to following HIPAA laws and confidentiality standards pertaining to patient information.
- Make decisions independently based on what is best for clients and the company.
- Must be able to operate basic office equipment such as copier, telephones, scanning, etc.
- Speak, write, read and understand the English language well enough to perform the essential duties of the job.
- Possess the dexterity to use the required tools to accomplish the tasks of the position.
- Must demonstrate a strong work ethic
- Must demonstrate punctuality, timeliness, and maintain an organized schedule
- Must demonstrate tact, initiative, resourcefulness, a professional manner, enthusiasm, and a non-judgmental attitude
- Must be willing to learn about the therapeutic process, understand confidentiality laws, and have strong knowledge of professional ethics
- Must be able to demonstrate compassionate care, and be able to communicate with persons from all educational and cultural backgrounds

Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee may be required to lift 10 lbs. Must be able to hear, see, use arms and navigate around work areas.

Education/Experience Requirements

- Enrolled in a Graduate Level Program of Study in the field of Mental Health.
- Graduate Program's on-site Supervisor must have approved placement in writing via a contract between MTC and Graduate Program
- Possess and demonstrate sound clinical and professional judgment.
- Must be able to use computer software, such as electronic health record

I have read and understand the duties discussed and listed above and I am able to work the schedule and carry out these duties and responsibilities. I also understand that my employment is "At Will".

Employee signature

Date

Unsigned copy. New hires sign their job description in the MTC Talent Hub.