



child parent institute

*building brighter futures for our children and families*

## Job Description

**Title:** Intern Therapist

**Job Classification:** Hourly, limited-term intern

**Reports to:** Clinical Supervisor

**Hours:** 20-40 hours per week

### **Job Summary:**

The Intern Therapist is responsible for providing individual, family, and group services. Under the Clinical Supervisor, the Intern Therapist is also responsible for coordinating case management activities in accordance with federal, state and local standards, guidelines, regulations and established policies and procedures of California Parenting Institute. Each Intern Therapist will be provided with group and individual supervision by a Clinical Supervisor as required by their licensing board.

### **Essential competencies:**

- Demonstrated interest and some knowledge of treatment of child abuse.
- Demonstrates knowledge and understanding of child development, cultural influences, and family dynamics.
- Demonstrated interest in treatment of domestic violence.
- Demonstrates competencies in continuous improvement, continuous learning, accountability, and teamwork.
- Demonstrates competencies in community orientation.
- Interpersonal skills: cooperates and collaborates effectively. Displays a professional demeanor. Promotes a cohesive, team-oriented environment. Ability to work effectively with a wide range of personnel and clients in a diverse community.
- Communications: express ideas clearly, concisely and effectively, both orally and in writing. Practices effective listening skills. Positively represents CPI to clients, employees, and outside contacts.
- Time management and organization skills.

### **Essential functions:**

- Conducts initial assessment of new clients as requested. Develops client plans in timely manner. Follows program policies and procedures utilizing appropriate assessments and input from the clinical supervisor and treatment team.
- Reviews and updates treatment plans as prescribed by CPI, in accordance with grant or funder requirements.
- Conducts individual and family sessions within the scope of practice, as assigned by intake and monitored by the Clinical Supervisor, pursuing approved treatment modality and best practices.
- Enters progress notes on a daily basis for all clients within caseload; ensures that progress notes are accurate and refer to problems identified on the treatment plan, address progress and gains as related to treatment goals. Documents incidents or unusual occurrences at the time that it happens.

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CPI formerly the California Parenting Institute  
3650 Standish Ave • Santa Rosa, CA 95407 • (707)585-6108 • [www.calparents.org](http://www.calparents.org)

*"Our mission is to end child abuse and strengthen the health of children, parents and families."*

- Makes referrals, coordinates and advocates for appropriate aftercare resources for clients within caseload.
- Completes discharge summaries for all clients within caseload in a timely manner as prescribed by policy and procedures.
- Other duties as assigned.

**Additional responsibilities:**

- Attends all scheduled staff meetings.
- Completes required daily paperwork including paperwork supported by Medi-Cal, CHAT, or other third party payers or funders.
- Complete timesheets accurately and legibly and on time.
- Acts as a mandated reporter in accordance with California law.
- Complete other data required for agency operations or funding.

**Knowledge/skills/experience:**

- Intern must be registered with BBS as an IMF or ASW.
- Minimum of two (2) years experience in the mental health field.
- Minimum of one (1) year experience as a mental health therapist while enrolled in a graduate program.
- Experience working with children ages 0-18 and families.
- Experience in a social service or non-profit mental health agency recommended.
- Knowledge and understanding of professional legal and ethical obligations.
- Knowledge and experience in working with diverse populations, utilizing culturally competent, strength-based strategies.
- Ability to work a flexible schedule, including evening hours.
- Ability to perform age appropriate psychosocial assessments, develop treatment plans, interprets findings and treatment goals to clients and families.
- Ability to work with others effectively in order to accomplish tasks and functions.
- Maintain strict confidentiality guidelines regarding all clients, conversations and referrals.
- Understanding of financial and productivity standards of agency/department.
- Ability to use clinical supervision to enhance professional growth and examine clinical work.
- Proficient in PC programs, i.e. Windows and MS Word.
- Bilingual (Spanish/English) preferred.
- Knowledge of Medi-Cal paperwork and CANS certified a plus.

**NOTICE:** This job description is provided as a general summary of common job duties performed by individuals assigned this job title. It is not all-inclusive, nor is it intended to create a contract, written or implied, between employees and Child Parent Institute, nor does it in any way alter the at-will employment relationship that exists between employees and Child Parent Institute. As a condition of employment, all agency employees are expected to perform job duties assigned by agency management even when such duties are not included in their job description. CPI is an equal opportunity employer.

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