



Family Service Agency

Strengthening Individuals & Families

Center for Counseling Intern

Reports To: Clinical Lead / Associative Executive Director

Primary Work Location: 1325 Sycamore Road, DeKalb, IL 60115

Length of Internship: Minimum two semesters preferred, one semester required

Compensation: Unpaid

Hours: Dependent on University's Requirements

Duties & Responsibilities:

- Maintaining a moderate client load
- Inputting client data into filing system and CIS
- Prepare client rooms for counseling sessions
- Assist staff with support groups, discussions, activities, etc.
- Assist staff with general duties
- Assist with fundraiser/event planning
- Engage with all five programs
- Maintain confidentiality
- General clerical work
- Attend community events
- Attend monthly meetings

Requirements:

- Must be willing to undergo a DCFS Background Check
- Must be enrolled in a master's program (preferred) or hold bachelor's degree
- Must be able to comply with HIPPA regulations