



Family Service Agency

Strengthening Individuals & Families

School Based Clinical Intern

Reports To: Director of School Based Services

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

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

Agency Overview: Since 1956 Family Service Agency has been providing counseling, education, mentoring, and advocacy to DeKalb County. We are an umbrella agency to five social service programs: Child Advocacy Center, Youth Mentoring, Center for Counseling, Senior Services, and Community Action. We exist to strengthen individuals and families.

Duties & Responsibilities:

- Assess, evaluate, and provide high-quality services to DeKalb County schools, youth, and families consistent with the assigned program under the supervision of the Director of School Based Services and Associate Executive Director.
- Maintain a caseload of clinical clients.
- Responsible for scheduling and coordination of referral sources in relation to caseload and assigned program(s).
- Provide intra and inter-agency referral services for youth and families.
- Maintain all required records and paperwork.
- Administer outcome measuring tools.
- Participate in ongoing and meaningful evaluation and statistical tracking of the designated program(s) to ensure quality services.
- Complete all necessary training.
- Other duties as appropriate.

Education:

- Must be enrolled in a Bachelor's of Social Work program OR
- Must be enrolled in a Master's program related to human services or mental health.

Requirements:

- Must be willing to undergo background checks
- Must be able to comply with HIPPA regulations
- Operable vehicle and insurance is required

Contact Information:

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