



Between Friends

Clinical Internship Coordinator

Job Title: Clinical Internship Coordinator
Supervised by: Counseling & Support Services Manager
Supervises: Interns (BA and MA level)
Classification: Full-Time, Exempt (Salaried position)
Anticipated Start Date: immediately

ORGANIZATIONAL SUMMARY

Between Friends envisions a community without domestic violence where equality, safety, and justice exist for all. Between Friends provides a safe, supportive and empowering environment for individuals and families in crisis. Between Friends' counselors and advocates empower individuals to make their own decisions and choices, rather than making choices for them. To address domestic violence as a community issue, Between Friends offers comprehensive prevention programs to educate youth and adults about the dynamics of healthy and unhealthy relationships and how to prevent domestic violence before it begins. To learn about our programs go to www.betweenfriendschicago.org

POSITION SUMMARY

The Clinical Internship Coordinator is responsible for providing trauma-informed individual, family, and group counseling services for adults, youth, and children. This position is also responsible for the administration, coordination and supervision of Master's level counseling interns and volunteers in the Counseling program.

RESPONSIBILITIES

Clinical/Programmatic

- Provides individual, group, and family counseling, case management, and crisis intervention services as determined by clients and agency needs.
- Provides individual economic counseling with adults, which includes completing an assessment and collaborating with a survivor to establish, review, and complete goals on an economic stability plan
- Answers the crisis hotline as needed
- Provides up to 40 hours of direct contact hours per month, which includes counseling and case management services
- Helps victims of domestic violence to understand their rights and the legal remedies available to them under the Illinois Domestic Violence Act
- Assists clients in filing for Victim's Compensation

- Works with the Counseling & Support Services Manager and the Resource, Information, and Service Advocate to provide outreach and to build and solidify partnerships with local organizations in the community to meet the diverse needs of clients
- Provides case management services and leads case coordination with other providers, as needed
- Develops partnerships with universities and colleges in order to recruit appropriate counseling interns for the counseling program.
- Provides childcare as needed
- Leads the clinical meeting and actively participates in case presentations and program-related discussions weekly at the clinical meeting
- Facilitates applicable sessions of the 40-hour training classes
- Serves as a resource and point of contact for clinical interns

Supervisory

- Recruits, hires, supervises, develops and evaluates counseling interns and volunteers
- Responsible for both clinical and administrative supervision to interns and volunteers
- Coordinates and provides professional development to staff/interns

Administrative

- Ensures case documentation is up-to-date and reflective of the services provided and submits necessary information to the Counseling & Support Services Manager for reporting
- Participates in individual and group clinical supervision coordinated by Counseling & Support Services Manager
- Completes all required reports
- Follows all Counseling & Support Services Program policies and procedures to ensure compliance with agency, funder, and contract standards/requirements
- Enters data into the InfoNet database

General

- Participates in a variety of coalitions and committees to form collaborative responses to domestic violence
- Participates in program and agency events as needed
- Provides services as determined by Board of Director's policies
- Completes other duties as assigned

Education, Experience & Qualifications:

- Master's degree in social work, counseling, or related field required; 40 hour domestic violence training required
- At least two years of experience providing counseling services to individuals, families and/or groups preferred; experience in the field of domestic violence preferred
- PC literate with experience in word processing
- Professional license (LCSW or LCPC) preferred
- Bilingual Spanish/English preferred
- Commitment to Between Friends mission and values, particularly a focus on intersectional equity and ending all forms of abuse in relationships.

WORK ENVIRONMENT:

- This position provides direct services virtually and on-site at the agency's main office. The position may also provide services at community partner sites, as needed
- This position operates in a professional office environment that is not fully accessible (stairs and no elevator)
- This role routinely uses office equipment such as computers, phones, photocopiers, scanners, filing cabinets, and fax machines
- This is a full time position. Two evenings of work per week are required and Saturdays occasionally may be required
- Some travel to off-site locations in the Chicago metro area is required
- Workplace is a smoke-and drug-free environment
- Equal opportunity employer. Decisions and criteria governing the employment relationship with all employees are made in a non-discriminatory manner, without regard to race, ethnicity, creed, religion, color, sex, sexual orientation, gender identity or expression, age, national origin, citizenship status, military service and/or marital status, order of protection status, handicap, disability, or any other factor determined to be unlawful by federal, state, or local statutes

BENEFITS:

- Salary range is between \$56,000-\$60,000 commensurate with experience and qualifications
- Comprehensive benefits package (with some employee contributions) includes medical, dental, life insurance
- 24 vacation days accrued throughout the first year, and 12 paid holidays

TO APPLY:

- Submit thoughtful cover letter including why you are interested and qualified for this position, resume, and salary requirement to: careers@betweenfriendschicago.org
- **Please write your name (Last, First) and Clinical Internship Coordinator in the subject line of your e-mail**
- Incomplete applications will not be accepted
- No phone calls please.