



Job Title:	Clinic Support Intern
Reports To:	Clinical Director
Work Schedule:	Part-time or Full-time, as agreed upon
Level/Salary Range:	n/a

FAX OR EMAIL APPLICATION & COVER LETTER TO: HEATHER@CALMWATERS.ORG

Subject Line: Clinic Support Intern

Job Description

SUMMARY

The Clinic Support Intern will assist with administrative and operational tasks to support the efficient functioning of the counseling center. This internship offers hands-on experience in a clinical setting and insight into the delivery of mental health services. It is ideal for undergraduate students pursuing degrees in psychology, social work, or related fields who are passionate about making a difference in the community.

ESSENTIAL DUTIES & RESPONSIBILITIES:

Administrative Support

- Assist with scheduling client appointments and managing the clinic's calendar.
- Maintain accurate and confidential client records in compliance with HIPAA standards.
- Answer phone calls and respond to general inquiries.
- Support data entry and other clerical tasks as needed.

Client Interaction

- Greet clients and provide a welcoming environment.
- Assist with client check-in and check-out procedures.
- Help clients complete necessary forms and paperwork, ensuring accuracy and compliance.

Program Support

- Collaborate with staff to prepare materials for therapy sessions, workshops, or outreach events.
- Assist with the development and distribution of educational and promotional materials.
- Participate in community engagement activities, as appropriate.

General Clinic Operations

- Maintain the cleanliness and organization of office and waiting areas.
- Monitor and restock office supplies, therapy materials, and other resources.
- Support clinic projects or initiatives, as assigned.

ADDITIONAL SKILLS AND ABILITIES:

- Strong interpersonal and communication skills.
- Excellent organizational skills with attention to detail.
- Excellent verbal and written communications
- Demonstrate ability to utilize reflective supervision
- Able to work as a cooperative and supportive team member
- Able to exercise discretion in handling confidential information and materials
- Able to communicate effectively and respectfully with peers, volunteers and other stakeholders

REQUIRED EDUCATION AND/OR EXPERIENCE

Minimum: Some High-School or High-School Diploma

Preferred: Current enrollment in a bachelor's degree program in psychology, social work, counseling, or a related field.

ADDITIONAL JOB REQUIREMENTS

Clearance of background check.