

## **BELLEFAIRE JCB**



**The following internship opportunities are dedicated to first and second year Masters level students. To apply for any of the internship opportunities, please email your résumé AND clarify which department (s) you are interested in.**

**Email résumé and interest to Carmela McMullen at [mcmullenc@wingspancg.org](mailto:mcmullenc@wingspancg.org). Carmela will forward your résumé to the pertinent departments and if interested the supervisor will contact you to speak with you further about your placement needs and schedule an interview if applicable. If you have any questions about this process, please call Carmela at 216.320.8925; or contact your Internship Field Placement Advisor.**

***Internships – a great way to learn!  
Learn from the best, at Bellefaire JCB!***



***For excellence...for wellness...for children...***

# **BELLEFAIRE JCB**

## **Current Internship Opportunities - Academic Year 2019-2020**

**Lorain and Cuyahoga County-School Based Counseling**-Under the administrative/clinical supervision of the School Based Supervisor/ Field Instructor, the School Based Services Intern provides services, therapy, individual and group counseling, assessment and prevention to clients, their families, and significant others as needed. The School Based Services Intern is a member of a treatment team directed by a School Based Supervisor. Services take place in the schools and in-home. Field hours are flexible, some evenings may apply. SWT, CT, LPC, MFT or LSW required.

School Based Services Interns provide the following services, including, but not limited to:

- A. Individual and/or group counseling
- B. School and family education
- C. Individual skill trainings
- D. Advocacy
- E. Information and referral
- F. Transportation
- G. Alcohol and drug education and prevention
- H. Group work
- I. Crisis intervention
- J. Assessment
- K. Other services necessary to the enrichment of the internship environment.

**Lorain, Summit and Cuyahoga County-After School Program - (Accepts first year graduate students)** Under the administrative/clinical supervision of the ASP Supervisor/ Field Instructor, the ASP Intern provides group counseling services to clients in the After School Program. Additionally, ASP interns will have the opportunity to complete Psychiatric Diagnostic Evaluations. Services take place on campus. Flexible schedule & Available Hours for interns: School Year- Monday-Friday 11:30am-7:30pm, Summer- 8am-4pm.

ASP Interns provide the following services, including, but not limited to:

- A. ASP Skills groups , co-facilitated with a trained ASP therapist & Youth Specialist
- B. Group Behavioral Health Counseling, co-facilitated with a trained group therapist
- C. Participation in Treatment Plan Meetings with other treatment providers, School personnel & Parent
- D. Participation in weekly team meetings and department trainings
- E. Psychiatric Diagnostic Evaluation & Psychosocial History Questionnaire (formerly MHA)
- F. Clinical documentation training including treatment plans, progress notes, referrals and discharge paper work
- G. Other services necessary to the enrichment of the internship experience

**Independent Living (Clinical) - (Accepts first year graduate students)** Under the administrative/clinical supervision of the Independent Living (IL) & Transitional Living (TL) Supervisor/ Field Instructor (LISW-S), the Independent Living Clinical Intern provides services to clients. The IL program provides life skill development (TBS & CPST) as well as Individual Psychotherapy and Case Management services to all clients served. A clinical intern would have the ability to hone their clinical skills while working with young adults primarily that are aging out of the foster care system.

Independent Living Clinical Interns provide the following services, including, but not limited to:

- A. Participation in clinical treatment review meetings with treatment providers
- B. Participation in weekly clinical rounds
- C. Participation in team meetings and department trainings
- D. Participation in development of Individual Treatment Plans (ITPs)
- E. Communication with county workers, external professionals, and department staff
- F. Clinical documentation training including external and internal incident reports, ITP's, Progress Notes, Clinical Updates, Discharge and Transfer Summaries, etc.
- G. Monitoring and tracking case progress and timelines and communicating this information in a timely way to appropriate parties to the case
- H. Communicating with clients the appropriate information related to the status of their case.
- I. Linkage services to promote continuity of care and access to services
- J. Other services necessary to the enrichment of the internship experience

**Independent Living (Macro) - (Accepts first year graduate students)** Under the administrative/clinical supervision of the Independent Living (IL) & Transitional Living (TL) Supervisor/ Field Instructor (LISW-S), the Independent Living Macro Intern will help with program development. The IL program provides services to young adults, primarily those aging out of the foster care system, to help them increase their self-sufficiency in activities of daily living. A macro intern would increase their skills in program development and evaluation as well as their knowledge of community agencies and partners through the development of external partnerships for the IL program.

Independent Living Macro Interns provide the following services, including, but not limited to:

- A. Program development
- B. Program evaluation
- C. Data entry
- D. Development and strengthening of community partnerships
- E. Integration of Positive Youth Development (PYD) model into programming and clinical services
- F. Expansion of job opportunities for the young adults
- G. Researching models of practice for integration of permanent connections

**Group Therapy Day Treatment** –(Accepts first year graduate students) Under the administrative/clinical supervision of the Director of Clinical Services/Field Instructor, the Group Therapist Intern provides group psychotherapy and day treatment services to clients in residential treatment. Services take place on campus. Field hours are flexible, some evenings may apply.

Group Therapist Interns provide the following services, including, but not limited to:

- A. Day Treatment Skills groups, co-facilitated with a trained group therapist
- B. Group Psychotherapy, co-facilitated with a trained group therapist
- C. Participation in residential clinical rounds and staffings
- D. Participation in weekly team meetings and department trainings
- E. Clinical documentation training including day treatment and group psychotherapy progress notes
- F. Other services necessary to the enrichment of the internship experience

**Lorain County- Intensive Home Based Treatment (IHBT)**– (Accepts first year graduate students) Under the administrative/clinical supervision of the IHBT Supervisor/Field Instructor, the Intensive In-Home Services Intern provides services to clients, their families, and significant others as needed. The Intensive In-Home Services Intern is a member of a treatment team directed by the IHBT Supervisor for clients experiencing mental health and behavioral issues. Services take place in the home and community. Work hours are flexible, some evenings apply. Reliable transportation is required. SWT, CT, LPC, MFT or LSW required.

*Eligible interns that participate in ICT or IHBT can receive a stipend for a total of \$2000 given in two separate increments over the course of their internship experience.*

Intensive In-Home Services Interns provide the following services, including, but not limited to:

- A. Psychiatric Diagnostic Evaluation and Treatment Planning
- B. Family and individual counseling
- C. Family education
- D. Family and individual skill trainings
- E. Advocacy and Outreach
- F. Information and referral
- G. Transportation
- H. Crisis intervention
- I. Other services necessary to the enrichment of the intern environment

**Cuyahoga County- Intensive Home Based Treatment (IHBT) and SAT – Substance Abuse Team**–Under the administrative/clinical supervision of the IHBT Supervisor/Field Instructor, the Intensive In-Home Services Intern provides services to clients, their families, and significant others as needed. The Intensive In-Home Services Intern is a member of a treatment team directed by a PACT (Parents And Children Together) Supervisor for clients experiencing mental health and behavioral issues, and by a SAT(Substance Abuse Team) Supervisor for clients experiencing mental health, behavioral, and substance abuse issues. Services take place in the home and community. Work hours are flexible, some evenings apply. SWT, CT, LPC, MFT or LSW required.

Intensive In-Home Services Interns provide the following services, including, but not limited to:

- A. Family and individual counseling
- B. Substance abuse counseling
- C. Family education
- D. Family and individual skill trainings
- E. Advocacy
- F. Information and referral
- G. Transportation
- H. Alcohol and drug treatment
- I. Crisis intervention
- J. Other services necessary to the enrichment of the intern environment

**Lorain County-Integrated Co-Occurring Treatment Program (ICT)**—Under the administrative/clinical supervision of the ICT Supervisor/Field Instructor, the Integrated Co-Occurring Treatment (ICT) Program Intern provides services to clients, their families, and significant others as needed. The Integrated Co-Occurring Treatment Program Intern is a member of a treatment team directed by an ICT Supervisor for clients experiencing mental health, behavioral, and substance abuse issues. Services take place in the home and community. Work hours are flexible, some evenings apply. SWT, CT, LPC, MFT or LSW required.

*Eligible interns that participate in ICT or IHBT can receive a stipend for a total of \$2000 given in two separate increments over the course of their internship experience.*

Integrated Co-Occurring Treatment Program Interns provide the following services, including, but not limited to:

- A. Family and individual counseling
- B. Substance abuse counseling
- C. Family education
- D. Family and individual skill trainings
- E. Advocacy
- F. Information and referral
- G. Transportation
- H. Crisis intervention
- I. Other services necessary to the enrichment of the environment
- J. Attend weekly team consultations

**Foster Youth Mentoring Program Internship** - Under the administrative/clinical supervision of the Foster Youth Mentoring Program Supervisor/Field Instructor, this Intern provide services to volunteer mentors, children, their guardians and caregivers in the program. This program is grant-funded through Cuyahoga County Job and Family Services and follows the national standards of Big Brothers Big Sisters of America. Foster youth served are in permanent custody and 10-21 years of age. Mentors visit them twice monthly and have weekly contact to check in. The intern will be involved in every aspect of the Foster Youth Mentoring Program. Field hours are flexible, some evenings may apply.

Foster Youth Mentoring Program Intern duties include, but not limited to:

- A. Interview and assess Foster Youth referred
- B. Interview and assess prospective Volunteer Mentors
- C. Participate in team meetings to share assessments and present potential matches
- D. Assist in trainings for Volunteer Mentors
- E. Facilitate match meetings with Youth, Volunteer, Guardian and Caregiver
- F. Provide on-going match support and supervision including mid-year meetings and one-year match meetings
- G. Participate in recruitment, public relations, and group outings
- H. Coordinate and administer surveys to Youth, Mentors, and Guardians
- I. Provide case management necessary to support the match
- J. Coordinate, plan and participate in monthly group check-in with Volunteer Mentors
- K. Other services necessary for the enrichment of the internship experience

**Foster Care – (Unable to accept interns at this time)** Under the administrative/clinical supervision of the Foster Care Supervisor/ Field Instructor, the Foster Care Services Intern provides services to clients, their families, and significant others as needed. The Foster Care Services Intern is a member of a treatment team directed by the Foster Care Supervisor/ Field Instructor. Services take place in the home and community. Work hours are flexible, some evenings apply. SWT, CT, LPC, MFT or LSW required. The following foster care placements are available:

**Foster Care Case Management Intern** will provide the following services, including, but not limited to:

- A. Foster Family education
- B. Family and individual skill trainings
- C. Advocacy Mental
- D. Health Assessments
- E. Information and referral process
- F. Transportation
- G. Crisis intervention
- H. Participation in weekly team meetings and department trainings
- I. Clinical documentation training including CPST (Community Psychiatric Supportive Treatment) progress notes and development of ISP (Individualized Service Plan)
- J. Other services necessary to the enrichment of the internship experience

**Adoption-** Under the administrative/clinical supervision of the Adoption Supervisor/ Field Instructor, the Adoption Intern provides services to clients, their families, and significant others as needed. The Adoption Intern is a member of the Adoption team directed by the Adoption Supervisor/ Field Instructor. Services take place in the office, home, and community. Work hours are flexible, some evenings apply. LPC or LSW required. The following adoptive placements are available:

**Adoption Intern** will provide the following services, including, but not limited to:

- A. Adoptive Family education
- B. Adoptive & Birth Family individual interviews and assessments
- C. Advocacy for Services

- D. Information and referral process
- E. Transportation
- F. Crisis intervention
- G. Participation in weekly team meetings and department trainings
- H. Clinical documentation: contact notes for clients, home study approval, adoptive placement, post-placement visitation, and finalization paperwork
- I. Other services necessary to the enrichment of the internship experience

**Adoption and Foster Care Licensing and Policy Development** will provide the following services, including, but not limited to:

- A. Will assist with the implementation and development of ODJFS rules and regulations for foster care.
- B. Will research current foster care and adoption legislation locally and nationally and make best practice recommendations
- C. Will develop working knowledge of Hague Accreditation procedures and will assist with program procedure guidelines.

**Foster Care Marketing/Community Development Intern** will assist with recruiting campaigns for Foster Care and Mentoring. The goal is to experience a unique combination of community organization and involvement with development of communication expertise. Interns will perform a variety of Communication and Marketing functions for the organization including but not limited to:

- A. Assist in developing contacts with partnering groups and organizations
- B. Assists in conducting marketing campaigns according to Bellefaire mission
- C. Maintains media lists and web page postings
- D. Research potential funding streams and write grant proposal
- E. Assists Marketing Manager in presentation
- F. Coordinate media and contacts for Events
- G. Expected to network and attend various meetings of local organizations

**Homeless Youth Program—(Accepts first year graduate students only)** The Homeless Youth Intern must be a second year Masters level student enrolled in a Social Work or Counseling Program. The Homeless Youth Intern will provide services to youth and their families and will collaborative with community based partners. The intern is under the administrative/clinical supervision of the HYP Supervisor/Field Instructor. The Homeless Youth Intern is a member of a team directed by a HYP Supervisor. Services take place in the home and community. Work hours are flexible, some evenings are required.

Homeless Youth Intern will provide the following services, including, but not limited to:

- A. Crisis intervention
- B. Working with at risk and homeless teens in the community
- C. Family and individual skill trainings
- D. Work with teens following the Youth Development Model.
- E. Advocacy for homeless youth
- F. Safety Planning
- G. Assessing Clients immediate need and linking to services
- H. On-call training and coverage
- I. Working with law enforcement and victims of sexual trafficking
- J. Information and referral



- K. Transportation of clients and families
- L. Alcohol and drug education
- M. Group work-Substance Abuse Team
- N. Other services that contribute to the well-being of the youth.

**Street Outreach Program—(Accepts first year graduate students only)** The Street Outreach Intern must be a second year Masters level student enrolled in a Social Work or Counseling Program. Intern will provide services to youth and their families and will collaborate with community based partners. The intern is under the administrative/clinical supervision of the HYP Supervisor/Field Instructor. The Street Outreach Intern is a member of a team directed by a HYP Supervisor. Services take place at St Paul's Church at West 45th and Franklin and in the community. Evenings and Saturdays are required. Thursday and Friday hours are 5:00-10:00pm and Saturday hours are 11:30-4:30pm. Other days/hours are flexible.

Street Outreach Intern provides the following services, including, but not limited to:

- A. Reach out to teens, families and community partners to support homeless teens.
- B. Provide Outreach at libraries, coffee houses, boy's and girl's clubs, and teen friendly locations in the community
- C. Help organize, manage, and interact with teens during our Street Outreach Saturday programming.
- D. Advocacy for homeless youth
- E. Safety Planning
- F. Information and Referral
- G. Assess homeless teen's immediate needs and help link them to services.
- H. Present and attend events to in the community on the homeless youth services.
- I. Other services necessary to the enrichment of the intern environment.

**Cuyahoga County-Outpatient Counseling -(Unable to accept interns at this time)**

Under the administrative/clinical supervision of the Outpatient Clinical Supervisor/Field Instructor, an Outpatient Intern provides assessment and treatment services to clients, their families, and significant others, as needed. Services are provided in the office. Student must commit to at least 3 evenings until 7p or 8p. The student would see outpatient therapy cases and possibly have some group exposure. An Outpatient Intern is a member of a treatment team directed by the Outpatient Clinical Supervisor. Field hours are flexible; evenings/weekends may be required. SWT, CT, LPC, MFT or LSW required.

Outpatient Interns may provide the following services, including, but not limited to:

- A. Mental Health Assessment & Documentation
- B. Individual Counseling
- C. Family Counseling
- D. Group Counseling
- E. AOD and/or Co-occurring Assessment & Counseling
- F. Individualized Service Plan Composition & Maintenance
- G. Progress Note Composition
- H. Participation in Treatment Team Meetings



## I. Participation in Department Meetings and Clinical Trainings

**Adolescent Behavioral Health Group Program- (Accepts first year graduate students)** Under the administrative/clinical supervision of the SBC Supervisor/ Field Instructor, the SBC Intern provides group counseling services to clients. Additionally, SBC interns will have the opportunity to complete Psychiatric Diagnostic Evaluations and Individualized Treatment Plans. Evening work should be expected M-Th.; daytime hours Friday.

SBC Interns provide the following services, including, but not limited to:

- A. Facilitation of Group Therapeutic Behavioral Services (day treatment), alongside day treatment staff
- B. Participation in staffings
- C. Participation in weekly team meetings and department trainings
- D. Psychiatric Diagnostic Evaluation and Individualized Treatment Plans
- E. Facilitation of Prevention Programs in nearby school districts
- F. Communication with parents and department staff
- G. Clinical documentation training including group counseling progress notes
- H. Other services necessary to the enrichment of the internship experience
- I. Transportation

**Residential Case Management - (Accepts first year graduate students only)** Under the administrative/clinical supervision of the Residential Supervisor/ Field Instructor, the Residential Case Management Intern provides case management services to clients in the residential treatment units. Additionally, residential interns will have the opportunity to work on a multidisciplinary team to help coordinate services with internal and external service providers. Most services take place on campus. **Daytime hours are Monday-Friday.**

Residential Case Management Interns provide the following services, including, but not limited to:

- A. Coordination of treatment services (under the Residential Supervisor) with internal and external service providers
- B. Participation in clinical treatment review meetings with treatment providers
- C. Participation in weekly clinical rounds
- D. Participation in team meetings and department trainings
- E. Participation in development of Individual Service Plans (ISPs)
- F. Communication with parents, external treatment providers, and department staff
- G. Clinical documentation training including external and internal incident reports, ISP's, Individual Crisis Management Plans, Clinical Updates, Discharge and Transfer Summaries, etc.
- H. Monitoring and tracking case progress and timelines and communicating this information in a timely way to appropriate parties to the case
- I. Communicating with clients the appropriate information related to the status of their case.
- J. Linkage services to promote continuity of care and access to services
- K. Other services necessary to the enrichment of the internship experience

**SAY – Social Advocates for Youth** – (Accepts first year graduate students) Under the administrative/clinical supervision of the SAY Director and/or Coalition Coordinator, the SAY Intern provides services in suburban middle and high schools as well as in the community. Services are prevention focused, NOT treatment and include a full array of prevention services including classroom and community education, small group, and peer lead prevention. Field hours are flexible and could include some evenings or weekends if able.

SAY Interns provide the following services, including, but not limited to:

- Classroom presentations
- Assisting in organizing and planning community presentations
- Assisting in peer lead prevention meetings and events
- Attending community collaborative meetings
- Participating in SAY Collaborative meetings
- Co-facilitating educational groups
- Completion of grant funded deliverables
- Participation in parent prevention meetings

**Research and Evaluation Intern-**(Accepts first year graduate students) The research and evaluation intern will assist with the following tasks:

- A. Entering and analyzing survey data collected for participants of school based prevention services
- B. Synthesizing existing research and program outcomes into brief reports to disseminate to management staff to facilitate data-driven decision making
- C. Analyzing existing data to help establish benchmarks and creating graphs and reports
- D. Researching treatment outcomes for youth diagnosed with an Autism Spectrum Disorder and summarizing results in a written literature review
- E. Assisting with other research and evaluation activities as needed

**Preference will be given to candidates who:**

- Are detail oriented and possess strong analytical and research skills
- Have completed advanced coursework in research methods and statistics
- Possess excellent written and oral communication skills
- Have working familiarity with MS Office Suite (Word, Access, and Excel) and experience using SPSS data analysis software

**This internship will provide an excellent learning experience for anyone interested in pursuing graduate study or employment within the field of behavioral healthcare, program evaluation, public health, or data analytics. Scheduling is flexible and we are willing to work with the student's faculty advisor to offer academic credit.**