

# FAMILY STRATEGIES

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## COUNSELING CENTER

### Intern Therapist

#### Job Description

##### *About Us*

Family Strategies is a licensed outpatient mental health agency based in Mesa, Arizona, with over twenty therapists and a wide range of specialties. Our therapists provide counseling for individuals, couples, and families either in-person or by zoom/telephone. We also provide group counseling and classes for specialized issues. Our support staff provides telephone, scheduling, billing, and other administrative tasks for the agency.

##### *About this Role*

Intern therapists are expected to be in their final year of study towards a master's degree in a related field. Interns may facilitate therapy sessions for the population of their expertise (individual, family, couples, adolescents). This can be expanded to include facilitation of group therapy depending upon specific area of expertise and approval of the supervisor. Interns who work within SABR report directly to the executive team. Intern therapists report directly to their supervisor.

##### *Responsibilities and Duties*

- Conduct individual, family or children's therapy sessions.
- Organize and facilitate group therapy sessions when determined appropriate.
- Ensure adherence to the mission statement.
- Assist in fostering compliance to all HIPAA laws and professional standards and ethics.
- Strict adherence to all AzBBHE regulations and statutes.
- Meet weekly with a supervisor and/or clinical director to determine goals and give feedback regarding outcomes and case management.
- Maintain strict confidentiality and abide by all HIPAA laws.
- Adhere to all policies and procedures within the Family Strategies Handbook.
- Adhere to all university protocols and standards required for their education.
- Secure and maintain liability insurance provided by the university.

##### *Qualifications and Skills*

- Enrolled in a master's degree in field of professional counseling, marriage and family therapy, or social work (licensure is not necessarily required). Interns should be completing their final year of study.

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- Produce documents for personnel file:
  - Professional liability Insurance (this is provided by the university): Therapists and interns are required to provide a copy of their professional liability insurance with a minimum \$1,000,000 per incident and \$3,000,000 aggregate. Family Strategies Counseling Center must be listed as additionally insured within the policy.
  - Biography and a resume with references
  - Fingerprint clearance card
  - First aid/CPR certification
  - University internship agreement contracts
- Maintain personal liability insurance current through the university.
- Ability to establish good rapport with clientele.
- Ability to establish rapport and teamwork with associates at Family Strategies.
- Challenge and encourage clients to complete their treatment.
- Ability to receive feedback and work as a team-player with associates.

### *Location and Commitments*

- Part-time position based in-office or remotely (via zoom)
- Hours may fluctuate based on client load.
- Mandatory attendance of monthly agency inservice, group supervision (when working with children/families), and weekly supervision with director or other supervisor.

### *Salary and Benefits*

- Internship Therapist positions are unpaid to avoid potential ethical issues or conflicts of interest for the agency with the university.

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### INTERNSHIP INFORMATION

Revision 1.23.23

Thank you for your interest in joining Family Strategies. We are a clinical team of faith-based providers that serve the general community from a conservative worldview without discrimination or prejudice. We receive inquiries from many interns and want to ensure that those who come on board will be an appropriate fit. To that end, we prepared this summary so you can determine if Family Strategies would be a good fit for you. Read through this packet to be sure you understand our philosophies and basic logistics. If you are still interested in joining the Family Strategies team, please submit your resume for consideration and answer the questions at the end of this packet.

Floyd Godfrey, LPC  
Executive Director

#### ***HISTORY***

Family strategies has provided internship opportunities to graduate students since 2012. We have developed a system of supervision and interaction with students which helps them to develop an awareness of their skillset and niche within the field. Since that time we have partnered and worked with students from the following universities:

- Grand Canyon University
- Ottawa University
- Arizona State University
- Northern Arizona University
- Fuller Seminary
- Phoenix Seminary
- Prescott College
- Argosy
- Chicago School of Professional Psychology

#### ***THE FAMILY STRATEGIES ADVANTAGE***

There are many benefits to completing an internship with Family Strategies. Below is a list of just a few the opportunities available to interns at our agency that we believe make it advantageous for you to join our team:

1. Frequent and quality supervision.
2. Collaboration and support from supervisors and licensed team members.
3. Conservative environment with a clinical focus on best practice.
4. Affiliation with a licensed agency well known for quality services.
5. Fully furnished office space.
6. Administrative support, including scheduling and billing services.
7. HIPAA compliant telehealth platform.
8. Basic office supplies provided.

Once the internship has been completed, additional opportunities will be made available, including:

1. Employment immediately upon completion as a continuation of the established caseload.

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2. Group medical and dental benefits available.
3. 401K retirement account.
4. Supervision and training provided toward licensure with the Arizona Board.
5. CSAT supervision and training provided toward IITAP certification.
6. EMDR supervision (additional fees apply).
7. Agency contract for some insurance panels.
8. Approved supervision site for the AzBBHE licensure requirements.

### **STAFFING**

You will be working as an intern with Behavioral Health Professionals (BHP) and Behavioral Health Technicians (BHT). In order to provide quality care and service, consistency and longevity are important to us. Your affiliation with these seasoned professionals will help in your growth and learning. Student interns are asked to commit to employment at Family Strategies for a minimum of 12 months upon completion of their internship study and graduation.

Upon completion of your internship, you should have the ability to develop a solid treatment plan. We will emphasize your ability to help clients complete the treatment plans they begin. Our therapists are directive, assertive, and goal-oriented with clients.

Ultimately, we look to employ therapists who have a passion for a specific area of expertise. It's acceptable to help with a variety of mental health issues, but we want to help you develop a specialty. We will provide an array of opportunities to expose you to various populations and mental health issues, as you learn to identify an area of interest for which you can develop an expertise.

We have a reputation with clients and local referral sources (e.g., Pastors, Bishops, Priests, counselors) for implementing our services in ways that do not conflict with individual spiritual beliefs. Each of us at Family Strategies hold our own personal religious convictions within our chosen faith. We consider ourselves professional counselors with conservative morals and values, but we do not proselyte our clients. In addition, as an organization we do not prescribe to any specific political beliefs.

We are licensed as an outpatient treatment center by the DHS Division for Medical Licensure. It is expected that interns comply with licensing standards. This includes obtaining an Arizona Fingerprint Clearance card. The agency conducts a background clearance check with DPS.

### **OUR MISSION STATEMENT**

*"We guide individuals and families to find healing and growth, by providing therapeutic, educational and coaching services, in an atmosphere of compassion, confidentiality, and challenge."*

### **OUR MOTTO**

*"Seek first to understand."*

### **OUR SLOGAN**

*"We understand...and we can help."*

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### **MOTIVATION**

Therapists and interns at Family Strategies are self-motivated. They seem to connect naturally with the mission statement, motto, and slogan. They are continually setting goals, learning, and finding ways to grow. They are fine-tuning clinical skills and maintaining a reputation as a “specialist.” Therapists are often enrolled in groups, workshops, or conferences to help further develop their expertise.

### **TEAMWORK**

While individually motivated, we maintain a teamwork philosophy, working together on many levels. Required staff meetings are held monthly to coordinate logistical issues, discuss clinical cases, and seek input from supervisors and senior staff.

Student interns typically share office space which requires good communication as you coordinate pictures or personal items. If you need the office for additional hours to do paperwork and make phone calls, make sure you plan that into your scheduled time. We have a large group room, and three smaller group rooms that can be utilized for additional groups and workshops. We also have a family-flex room that can be used for sessions which involve multiple people and/or children/teens. Additionally, there is a work station area which can be used for a variety of non-direct tasks.

Generally, it is expected that everyone works together. This also includes referring clients to another therapist when you do not have the expertise for a particular issue presented by a client - we believe it is unwise and unprofessional to try and be everything for every client. As an intern, we do not expect you can know everything necessary for clinical work. We expect you to ask questions and be open to feedback from supervisors and senior staff.

### **WAGES**

Student intern positions are unpaid to avoid ethical conflicts.

### **ORIENTATION TRAINING**

All new interns are required to attend five hours of orientation training prior to working at the agency. This is necessary to properly orient you to the agency, its policies and procedures. We will review the Handbook of policies and procedures and expect that you will abide by it. We will also begin instruction on the use of our EMR (Electronic Medical Records), and teach you basic logistics of intake assessments and general counseling sessions.

### **TRAINING SCHEDULE**

As student interns move through the learning process, they will be expected to participate in family, individual, adolescent/child, and group therapy services. We will generally follow the outline below to ease you into providing services effectively. We do not “crash course” our interns and blindly throw them into clinical work without preparation:

- Q1 - Observations and discussion with supervisors and senior staff.
- Q2 - Co-facilitation and continued observations.
- Q3 - Co-facilitation and solo-facilitation.
- Q4 - Solo-facilitation of therapy services.

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When doing observations, you will complete observation forms to review with both your supervisor and senior staff conducting clinical services. It's important to communicate your sense of preparation to move into solo work as you move through the process.

### ***PHONES and LAPTOPS***

Both student interns and therapists are responsible to provide their own phone and laptop. This is your personal property. Family Strategies provides a basic phone number that routes anonymously to your personal phone. Some clinicians choose to secure a Google number which can be used for client calls. Your personal laptop will be used for EMR notes and telehealth sessions with clients. You are responsible for the security of your devices to comply with HIPAA laws and AzBBHE statutes for confidentiality and storage of records.

### ***CLIENT CASELOAD***

Student interns will learn how to build and maintain a caseload. This involves networking oneself in a variety of settings (e.g., speaking engagements, networking luncheons, phone calls to referral sources, firesides). All staff are encouraged to present a free seminar for the public at least once in the fall and once in the spring at the agency or via zoom. Networking is encouraged as you find additional opportunities to develop relationships with warm referral sources. General referrals will also be routed to each intern as appropriate.

### ***COMMITMENT***

Most internships are a 10-12 month commitment, with an expectation that upon completion the intern therapist will remain with the agency for a minimum of 12 months as an employed therapist.

### ***SUPERVISORS and MEETINGS***

We have supervisors at Family Strategies who have been chosen because of their experience in the field. They review treatment plans and help student interns improve the quality of their work utilizing performance reviews. This includes instruction and guidance from the Handbook. All therapists are required to report to a supervisor on a monthly basis, regardless of licensing status. Interns are required to have ongoing supervision for university coursework and meet weekly with a supervisor to satisfy university requirements. Our supervisors have been approved by the AzBBHE to provide supervision for licensure within the state of Arizona. Additionally, staff are required to attend monthly staff meetings during daytime hours. Additional supervision can be acquired by attending monthly group supervision for children/family work, group supervision for sexual addiction clientele, and occasional group supervision as announced by supervisors.

### ***SUPPLIES***

Basic paper supplies are provided, along with a file drawer, copier, and scan/fax machine. Therapists who require specialty supplies are responsible to acquire them (e.g., art supplies, toys for play therapy, etc.). Access to a HIPAA compliant electronic platform is made available for teletherapy services with Zoom.

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### **INTERNSHIP FILES**

The agency maintains a personnel file for each student intern and therapist. This file is the property of the agency and is maintained for licensing purposes with DHS. All staff are required to acquire the following documents prior to internship and employment:

1. Professional Liability Insurance with a minimum 1M per incident and 3M aggregate. Family Strategies, LLC must be listed as additionally insured within the policy.
2. Biography and a resume with references
3. Fingerprint Clearance Card
4. CPR certification
5. University Internship Agreement Contracts
6. Masters level diploma (once completed)
7. License (once completed)

### **QUESTIONS**

1. Is there a mental health topic that most interests you in working with clients?
2. Is there a specific religious population with which you have special insight?
3. Do you have interest in long-term employment, or simply a limited internship experience with twelve month employment?
4. What are your professional goals for the next five years?
5. Do you have contacts within the community that could make referrals to you?
6. Have you ever been involved in a lawsuit, or has a claim ever been made against you, in reference to any work you've done within the mental health profession?