



Counseling Intern

Description:

Haven began serving survivors in 1979. Over the last four decades, Haven has worked to both provide safe intervention for survivors of domestic violence, as well as to prevent future violence from occurring. We believe increased awareness through community education can make us all allies in ending domestic violence.

Haven is the only nonprofit serving survivors of domestic and sexual violence, sex trafficking, and stalking in Gallatin County. Our approach makes us unique — everything we do is deeply and genuinely rooted in empowerment. We connect survivors to all the resources and help they need while trusting they should be the ones to decide what's best for their own journey.

Haven's Counseling Intern will ensure provision of individual and group counseling to the eligible Haven participants – victims and survivors of DV, IPV, and SA. The ideal candidate will have an emotional capacity for dealing with crisis and dysregulation, knowledge of trauma-informed care, commitment to principles of empowerment and self-growth, and ability to maintain the tension between independence and understanding the necessity for supervision when dealing with dilemmas in counseling. They will also be committed to Haven's mission and be willing to actively help maintain and build a positive, supportive culture at the organization.

Responsibilities:

Counseling and Supervision (75%)

- Preparing for and meeting with individuals to conduct individual counseling sessions in two modes: in-person and using telehealth platforms.
- Preparing for and engaging in at least one group experience during Haven tenure.
- Schedule and maintain communications with the assigned Haven participants.
- Completing necessary paperwork.
- Completing write up of counseling sessions as means for self-reflection and tracking progress of training as a novice counselor. This activity will involve learning operations in the Therapy Notes software.
- Providing counseling participants with the explanation of the services and the limitations of the services (Haven counselors do not create medical record; Haven counselors are not trained to act as expert witnesses, and should not be viewed as advocates in the legal system during their training)
- Providing advocacy and triage with other health providers as necessary.
- Providing crisis intervention and assessing the need for higher level of care as necessary.
- Covering one month of the referral line: taking calls from participants, screening for the counseling program, providing safety assessments, and navigating the referral process as necessary.

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- Engaging in supervisory relationship with Haven's clinical supervisor (review and sign contract, maintain communication about the caseload, personal and professional challenges, utilizing the supervisor as the first point of contact).
- Receiving supervision as necessary, with the minimum of:
 - 1 hour of individual or triadic supervision per week
 - 1-1.5 hour of group supervision per week
- Setting up and monitoring organizational accounts for communications from the participants and Haven staff.
 - Orienting to the details of the program, including the paperwork requirements through reading the counseling program Handbook.

Other (15%)

- Completing the Basic DV/IPV Training before the start of the direct service.
- Development and execution of an Internship Project – consulting with clinical supervisor and Programs Director.
- Participation in direct staff support via attending at least one meeting per week (Direct Service on Wednesday at 3p or Friday at 3p), and Skillz Lab monthly. Participation in Staff meetings is welcomed, but not required.
- Monthly check-ins with the Programs Director to track the progress of the internship and discuss any needs that may need addressing on the organizational level.
- Creating an internal record of all participant encounters in our data management software.
- Orienting to Haven's personnel manual.

Self-care (10%)

- Developing an active Self-Care plan is a priority when joining the line of crisis workers and direct service providers.
- Seeking support from Clinical Supervisor and the Programs Director in regard to dealing with personal and professional growth are expected and encouraged.
- Other duties as requested by Clinical Coordinator (clinical supervisor) and Programs Director (programmatic and organizational supervisor).

Required Qualifications

- Enrollment in the master's Level Counseling or Social Work program, with benchmarks cleared for engagement in an internship experience.
- Familiarity and alignment with Haven's mission statement.

Responsible to: Ania Bartkowiak, Clinical Coordinator (clinical supervisor);
Kareena Robinson, Programs Director (programmatic and organizational supervisor).

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Hours of Work: Flexible schedule; total length of internship: 8-month or 11-month placements

Probationary Period: 12 months

Compensation: \$400/month gross

To apply: To apply to our counseling internship program, please email us your current resume and write a 2-page, double spaced essay addressing the following:

- How do your personal values align with Haven's values of access, connection, empowerment, equity, integrity, and growth?
- What makes you the best fit for this internship?
- Detail previous experience working with survivors of domestic and sexual violence, sex trafficking, and stalking.
- What is your philosophy on the therapeutic process?

You can email your application materials to Julie Walters at julie@havenmt.org. Applications are always welcome and are accepted on a rolling basis.