

**Position:** Counseling Intern

**Reports to:** Program Director

### Summary

The WARM Place has openings for undergraduate and graduate students who are passionate about helping children and their families. This internship is an excellent opportunity to experience various aspects of counseling procedures while working for a well-known nonprofit organization and being supervised by a Licensed Professional Counselor-Supervisor.

### Job Description

- Assist the Program Director and staff counselors
- Assist with and conduct intake appointments
- Complete the New Facilitator training (offered twice a year)
- Co-facilitate a grief support group once a week or bi-weekly
- Write intake notes and maintain files
- Assist with administrative duties including filing, phone calls, correspondence with families, data entry, creative supplies for group activities, correspondence with families
- Maintain community referral lists
- Weekly supervision with Program Director
- Assist in special events as needed, including Family Nights

### Qualifications

- Undergraduate OR Graduate student in a fully accredited Counseling or Psychology program (or related field)
- Local DFW universities only. No online programs will be accepted.
- Understanding of basic counseling principles including: reflective listening, unconditional positive regard, counseling theories, human development, children, grief, death loss, brain development, cultural sensitivity.
- Knowledge of trauma, domestic violence, suicide, underserved populations a plus.
- Strong working knowledge of computer software: MS Word, Excel, Outlook.
- Comfort with technology.
- Flexible and able to maintain a supportive, professional, and ethical attitude while working in a team environment.
- Strong organizational skills, good presentation. Excellent verbal and written communication skills.

### Start Date

Position open year-round, minimum 6-month commitment required

### Work Hours

12-20 hours/week, one evening per week is required

### Compensation

This is an unpaid internship

### To Apply

Interested persons should email cover letter and resume to: [lisaN@thewarmplace.org](mailto:lisaN@thewarmplace.org)

**Due to the volume of responses, only qualified parties will be contacted. No phone calls, please.**

*This job description is not intended to represent an exhaustive list of responsibilities and duties. It is not an employment contract. Employment at The WARM Place is at-will. Administration reserves the right to alter the job description at any time.*