



Job Title: Program Intern

Hours/Exempt: Up to 15-20 hrs/week, one evening required

Reports to: Program Director

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

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 working with children, adolescents, and families who are grieving the death of a loved one. Interns will be supervised by a Licensed Professional Counselor Supervisor or Licensed Clinical Social Worker depending on their field of study.

Education/Certifications/Experience:

- Undergraduate or graduate student in counseling, psychology, social work or related field from a fully accredited program required
- Experience working with children and adults in a group-setting, supervising volunteers and providing constructive feedback to others.
- Experience providing crisis intervention to at-risk populations, risk-assessment, suicide and self-harm assessment and interventions, reporting child abuse to authorities, working with diverse groups of individuals.

Requirements/Skills:

- Knowledge of basic counseling skills and experience with death, dying and loss
- Knowledge of trauma and grief-informed practices preferred
- Flexible, adaptable style
- Maintain confidentiality and follow all WARM Place policies and procedures.
- Must possess excellent interpersonal communication and relationship skills
- Excellent organizational and time management skills
- Self-starter with ability to manage multiple tasks simultaneously; ability to work as a team
- Experience working in Microsoft Word, Outlook, and Excel

Responsibilities:

- Complete the new facilitator training
- Co-facilitate a grief support group once a week or bi-weekly
- Conduct intake interviews (4-5/week) with families to determine their suitability for The WARM Place program
- Provide professional referrals to clients as needed and maintain community referral list
- Assist in responding to family inquiries, phone consultations, scheduling intake interviews
- Assist with preparation for group nights, trainings, and workshops
- Assist with special events as needed, including Family Nights
- Weekly supervision with designated LPC-S or LCSW
- Other responsibilities as assigned by the Program Director

To Apply

Interested persons should email cover letter, resume to: Dana@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.

Updated November 2023