

Petaluma People Services Center Bilingual Counseling Intern

Purpose: Petaluma People Services Center (PPSC) is seeking part-time (20 hours) Bilingual Spanish-English Marriage and Family Therapists or Social Worker Interns to work in our Counseling/Prevention department. A staff therapist/intern or trainee is responsible for providing individual, family and group services. Bilingual Spanish required. Under the Director of Counseling and Prevention, staff therapist is also responsible for coordinating case management activities in accordance with federal, state and local standards, guidelines, regulations and established policies and procedures of PPSC. Travel to off-site locations is required. Pay depends on experience and intern/licensed status.

Overview: Established in 1974, PPSC has grown from an “information and referral” agency to one of the major community based multi-service organizations serving Petaluma and southern Sonoma County. PPSC is dedicated to improving the social and economic health for our community by providing programs that strengthen the dignity and self-sufficiency of the individual. Our programs are structured to promote individual strengths, choice, independence, growth, health and well-being. Our programs serve youth, adults, families, and seniors. Recognizing and dealing with barriers to service delivery by the agency or access by clients is a PPSC strength.

Essential competencies:

- Demonstrated competencies in treatment of child abuse.
- Demonstrated knowledge and understanding of child development, cultural influences and family dynamics.
- Demonstrated competencies in treatment of domestic violence.
- Demonstrated competencies in continuous improvement, continuous learning, accountability and teamwork.
- Demonstrated competencies in community orientation.
- Interpersonal skills: cooperates and collaborates effectively. Displays a professional demeanor. Promotes a cohesive, team-oriented environment. Ability to work effectively with a wide range of personnel and clients in a diverse community.
- Communications: express ideas clearly, concisely and effectively, both orally and in writing. Practices effective listening skills. Positively represents PPSC to clients, employees, and outside contacts.
- Time management and organization skills.

Essential functions:

- Conducts initial assessment of new clients as needed. Develops master treatment plans in timely manner. Follows program policies and procedures utilizing appropriate assessments and input from the Director of Counseling and Prevention and treatment team.
- Reviews and updates treatment plans as prescribed by PPSC, in accordance with grant or funder requirements.
- Conducts individual and family sessions within the scope of practice, as assigned, pursuing approved treatment modality and best practices.

- Enters progress notes on a daily basis for all clients within caseload; progress notes are accurate, refer to problems identified on the treatment plan, address progress and gains as related to treatment goals, and are written legibly. Document incidents or unusual occurrence at the time that it happens.
- Makes referrals, coordinates and advocates for appropriate aftercare resources for clients within caseload.
- Completes discharge summaries for all clients within caseload in a timely manner as prescribed by policy and procedures.
- Other duties as assigned.

Additional responsibilities:

- Attends all scheduled staff meetings.
- Completes required daily paperwork including paperwork supported by Medi-Cal, CPS, Victims Assistance, or other third party payers or funders.
- Complete timesheets accurately and legibly and on time.
- Acts as a mandated reporter in accordance with California law.
- Complete other data required for agency operations or funding.
- Driving Requirements: This position requires the employee to work out in the community and provide services where PPSC is co-located in the community. Thus, position requires employee to possess a valid CA driver's license and valid automobile insurance with his/her name on the verification card as an insured driver on the policy at all times. PPSC provides mileage reimbursement.

Knowledge/skills/experience:

- Trainee with minimum of 12 units of Masters Level units completed in Counseling Psychology, Registered intern (IMF, ASW)
- Minimum of two (2) years experience as a mental health clinician skilled in working with a wide range of child and adult mental disorders including crisis management recommended but not required.
- Minimum of two (2) years experience working with children ages one (1) through eighteen (18) with histories of severe abuse recommended but not required.
- Experience in a social service or non-profit mental health agency recommended.
- Knowledge and understanding of professional legal and ethical obligations.
- Knowledge and experience in working with diverse populations, utilizing culturally competent, strength-based strategies.
- Ability to work a flexible schedule, including some evening and/or weekend hours.
- Ability to perform age appropriate psychosocial assessments, develop treatment plans, interpret findings and establish treatment goals to clients and families.
- Ability to work with others effectively in order to accomplish tasks and functions.
- Maintain strict confidentiality guidelines regarding all clients, conversations and referrals.
- Understanding of financial and productivity standards of agency/department.
- Ability to use clinical supervision to enhance professional growth and examine clinical work.
- Proficient in PC programs, i.e. Windows and MS Word.
- Knowledge of Medi-Cal paperwork and CANS certified a plus.

PPSC requires all employees to pass a criminal history background check as determined by fingerprinting by the Department of Justice. Federal law requires proof of eligibility to work in the United States of America.

Training or orientation available for interns: All interns receive orientation upon hiring, length and duration of orientation is dependent on the program or grant that is funding the position. Many funding sources have unique requirements. All interns, trainees and licensed staff receive a minimum of 1-hour training per week in evidence based interventions and best practices.

PPSC is an equal opportunity employer. It is our strong belief that equal opportunity for all employees is central to the continuing success of our organization. We will not discriminate against an employee or applicant for employment because of race, color, national origin, ethnicity, citizenship status, age, gender, sexual orientation, gender expression, religion, political affiliation, marital status, military or veteran status, genetic information, pregnancy, childbirth or related medical conditions, disabilities or medical condition (i.e., AIDS or ARC-related or cancer), status as a victim of domestic violence, assault or stalking, or any other category protected by Federal or State law in hiring, promoting, demoting, training, benefits, transfers, layoffs, terminations, recommendations, rates of pay or other forms of compensation. Opportunity is provided to all employees based on qualifications and job requirements.