



Clearfield Job Corps Center Counseling/Mental Health Internship

To apply, please email your cover letter and resume to the email contact below.

Department: Counseling

Contact Name: Traci Jones Phone: 801-416-4692

Email: jones.traci@jobcorps.org

Position(s) targeted for internship assistance: **Center Mental Health Consultant**

The internship experience is expected to last 12 weeks, please pace the activities accordingly. Please summarize the intended internship activities/outcomes for each of the following tiers:

Assigned Mentor(s)/Supervisor: Traci Jones, counseling manager and assigned counselor

Tier I Introductory

1. Audit Social Services folders for audit compliance.
2. Audit student Personal Achievement Records ensuring timely and appropriate completion.
3. Assist counselors during meetings with students to update Career Plans.

Summary of Expected Outcomes: Intern will gain an understanding of counseling policy and procedure and gain skills in audit procedures and.

Tier 2 Exploratory

1. Review and update Personal Growth Seminar material.
2. Observe/Collaborate with other departments related to individual student program needs.
3. Observe/participate in staff meetings and Counselor/Mental health collaboration meetings.
4. Learn appropriate documentation and filing for student records.

Summary of Expected Outcomes: Intern will develop skills creating educational presentations on a variety of topics such as business engagement, diversity, self-care etc.. learn how to collaborate and network with multiple departments and maintain appropriate documentation.

Tier 3 Immersive

1. Teach/co-teach Professional Growth Seminars.
2. Review and recommend updates for the Counseling desk reference guide.
3. Evaluate Student Handbook to determine accuracy and recommend updates.
4. Review, update and compile documentation

Summary of Expected Outcomes: Intern will have hands-on experience in updating program guides and providing educational trainings.