Job Title:	Clinic Administrative Intern
Reports To:	Clinical Director
Work Schedule:	Lead Therapist

PRIMARY CONTACT FOR QUESTIONS REGARDING THE POSITION: JORDAN@CALMWATERS.ORG

Subject Line: Clinic Admin Intern

Job Description

SUMMARY

Operating under the oversight of the Clinical Director, Clinic Admin Interns are responsible for clerical needs of the Calm Waters grief counseling clinic. This position also can include some time spent engaging in clinic team meetings and observing therapy sessions as opportunities are available.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Answer and direct incoming phone calls in a professional and courteous manner.
- Schedule client appointments and manage waitlists efficiently.
- Communicate with current and prospective clients via phone and email, providing accurate, knowledgeable responses to questions and inquiries.
- Maintain a clean, organized, and welcoming office environment.
- Prepare materials and documentation as assigned.
- Provide administrative support and perform additional duties as directed by the Clinical Director.
- Participate in reflective supervision weekly.

ADDITIONAL SKILLS AND ABILITIES REQUIRED

- Demonstrate strong critical thinking, sound judgment, and professional discernment.
- Receive feedback constructively and actively engage in reflective supervision for ongoing professional growth.
- Collaborate effectively as a cooperative, supportive, and reliable team member.
- Assist with all aspects of support group coordination and facilitation as needed.
- Maintain strict confidentiality and exercise discretion when handling sensitive information and materials.

EDUCATION AND/OR EXPERIENCE

Currently enrolled at a university for Counseling, Psychology, Social Work, Human Development or a related field.

ADDITIONAL JOB REQUIREMENTS

Available to work during standard office hours: Mon-Thurs 8:30am-5:00pm; Fri 8:30am-12:30pm
Provide at least 6 hours of service per week
Commitment to at least 6 months of service
Clearance of background check.
Adherence to confidentiality guidelines.
Maintain a set scheduled as agreed upon start.
Demonstrate a professional demeanor and effectively represents the agency in all interactions and settings.