



## POSITION DESCRIPTION

### Clinical Intern (Unpaid)

**Agency Summary:** The Victim Center (TVC) is a nonprofit that serves adults and children who have experienced violent or sexual crimes. All services are free-of-charge and include 24/7 crisis intervention, and daytime advocacy, prevention education, and mental health counseling.

**Diversity, Equity, and Inclusion (DEI):** The Victim Center believes that all people deserve to feel respected, included, and safe. We foster our commitment to equitable treatment by engaging in trauma-informed practices that support the physical and emotional safety of clients, staff, volunteers, donors, and community members who choose to walk with us.

We know that trauma stemming from violent or sexual crimes may also be compounded by past and present trauma from prejudice, bias, and discrimination. We honor each individual's journey with us as unique and self-driven. We see strength in differences. We understand that the principles of diversity, equity, and inclusion are essential to our effectiveness in fostering health and safety in our community.

TVC does not tolerate unlawful discrimination in its employment practices. No question in this application process is used for the purpose of limiting or excluding an applicant from consideration for employment on the basis of race, color, ancestry, national origin, gender identity, sex, sexual orientation, marital status, religion, age, disability, results of genetic testing, service in the military, HIV Status, or any other protected status under applicable federal, state, or local law.

**Position Summary:** This position will provide individual and/or group counseling, as well as crisis intervention, psycho-educational classes, and advocacy to adult victims of violent and sexual crimes. Additional responsibilities include maintaining appropriate documentation, ensuring that services meet ethical best-practice standards, and functioning as a member of a clinical team.

**Reports to:** Supervised by Clinical Director of Adult Services at The Victim Center. Works collaboratively with organizational team members and outside collaborating partners to support victims.

**Location:** The Victim Center, 815 W Tampa Street, Springfield, MO 65802. Occasional in-person response to crisis calls may include locations such as area hospitals and law enforcement agencies after training.

**Hours:** 20-40 hours weekly, typically within the hours of 8:00 am to 6:00 pm Monday-Thursday; possible on-call hours for after-hours and weekend crisis intervention.

#### **Core Responsibilities:**

- Maintain partial caseload of clients for individual and group counseling, under the supervision of the Clinical Director.

## **Clinical Intern, Unpaid (cont'd)**

- Facilitate and/or shadow educational and therapeutic groups or classes as assigned.
- Participate in daytime in-office crisis response call and walk-in coverage rotation and provide after-hours, phone-based crisis response as needed.
- Adhere to strict client confidentiality standards as required by law.
- Adhere to trauma-informed best practices for assisting victims of violent/sexual crimes.
- Adhere to TVC's core values, DEI statement, and statement of non-discrimination.

### **Additional Responsibilities:**

- Maintain timely, well-written, and accurate documentation as well as writing clinical summaries and reports for clients as needed.
- Attend required team meetings.
- Accommodate needs of other teams when necessary.
- Make necessary reports for concern of health, safety, and well-being of minors and also for adults over 18 with disabilities and/or persons over the age of 60.
- Other duties as assigned.

### **Required Qualifications:**

- Master's Degree (completed by internship start date) in social work, counseling, or clinical psychology from an accredited college or university.
- Intention to pursue licensure as a Licensed Professional Counselor or Licensed Clinical Social Worker after internship experience.
- Caring, compassionate, nonjudgmental attitude willing to serve victims of crime;
- Good listening skills
- Excellent oral and written communication skills
- Basic computer skills, including Microsoft Word and Excel, Gmail platform, and Zoom
- Reliable transportation during the work week to report to work each day and for performing essential job functions, such as driving to court, attending off-site collaborative meetings, traveling to other off-site locations to assist clients, and trainings.
- Ability to pass a national criminal background check and a Child Abuse and Neglect investigative background check
- Ability to sit and/or stand for extended periods of time interchangeably
- Ability to lift and carry 10 pounds (such as training materials, laptops, and supplies)

### **Preferred Qualifications:**

- Experience working with at-risk populations
- Experience working with victims of violent or sexual crimes
- Training and/or certifications in current best practices for trauma and victimization

**Core Competencies and Motivational Fit:**

- Commitment to The Victim Center's mission and goals.
- Thorough understanding of trauma and its impact on adolescent and adult victims; ability to respond to clients in a trauma-informed manner.
- Constant awareness of emotional and physical safety concerns for clients and TVC associates, in adherence to TVC's safety standards.
- Cultural sensitivity and adherence to TVC's statements on DEI and nondiscrimination.
- Ability to work both autonomously and collaboratively

**Application Instructions:**

- Submit a resume and a cover letter explaining why you are the best candidate for the position to [employment@thevictimcenter.org](mailto:employment@thevictimcenter.org).
- Include "Clinical Internship" in the subject line.
- Applicants will be required to complete a volunteer application and background check process.
- Applications are reviewed on a rolling basis.
- For inquiries, please email [employment@thevictimcenter.org](mailto:employment@thevictimcenter.org).