



Josiah
white's
Teen Recovery

Company: Josiah White's
Job title: Clinical Service Intern
Pay: Based on Experience

Position Summary:

As a Clinical Service Intern, you will report to your agency supervisor, and participate in agreed-upon learning activities. Responsibilities include tasks that support the learning experience and objectives, with a focus on sensitivity to our service populations' cultural and socioeconomic needs. The intern will gain knowledge in clinical documentation, organization, and intake processes. Learning Objectives: The intern will develop skills in the administrative aspects of a clinical setting within a residential program, gaining experience in communication with internal staff and external stakeholders.

Possible Responsibilities:

- Learn to facilitate intake for all new youth. Maintain/distribute all paperwork associated with getting new youth checked into the residential program.
- Learn to enter new youth in the client database. Update parental/County Worker information in the client database in a timely manner.
- Observe review of charts after the information is entered into the client database. Track DCS required information and request any missing admission documentation from placing agencies.
- Assist in scheduling therapy appointments for therapists and maintain schedule updates.
- Perform other clerical duties as requested, including but not limited to: updating and maintaining a variety of databases and filing structures, serving as a receptionist by answering phone calls, greeting guests, and being a liaison between staff, the Therapists, and the Director of Clinical Services.
- Establish and maintain clinical files for records management.
- Type letters, manuals, memos, etc.
- Order supplies for the department as needed.

Preferred Skills/Experience:

- Christian with strong convictions who is also in agreement with Josiah White's mission statement, Statement of Faith, and Code of Conduct.
- Must be 21 years of age.
- Working towards a degree in Health Sciences, Clinical Services, Counseling, Health Administration or a related field.
- Must be pleasant and trustworthy and be able to work well with people both in and out of the agency.
- Must have good telephone skills, computer skills.
- Must be proficient in Windows, Word, and Excel.
- Must have the ability to keep information confidential.


Physical Requirements:

- Must be able to follow directions, both written and verbal.
- Professional and able to work with children of various ages and behaviors.
- Be able to lift and/or carry up to 30 lbs. as needed.
- Be able to sit or stand for extended periods of time.

For more information or to apply:

 www.visitwabashcounty.com/wabash-county-fellowship-program/

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 260-445-5356

