Clinical Internship Job Description

The Boston Area Rape Crisis Center (BARCC) is a feminist, grassroots, non-profit organization serving the needs of survivors of sexual assault, their friends and family, and the general community. The Center provides a 24-hour hotline, short-term individual and group counseling, medical and legal advocacy, referrals, public education, professional training, and consultation. All services are free, confidential, available to all survivors and offered in English and Spanish.

BARCC is an Affirmative Action/Equal Opportunity Employer

Requirements

- Students must be in the second year of their program.
- A 40-hour training is required to be completed prior to the beginning of the internship. Must be able to attend summer trainings (June or August dates available).
- Must provide clinical services to BARCC from beginning of September to beginning or middle of May (depending on completion of requirements).
- 24 hours in the office per week.
- 1 night a week is required until 8pm to see clients, the nights available for late coverage are Monday-Thursday night (not Fridays).
- No video recording of clinical sessions are allowed, taping is allowed on a case by cases basis, but tapes are NOT to leave BARCC office.
- Weekly written process recordings are required (2 process recoding a week to be handed to your supervisor 48hrs before your supervision meeting).

Clinical Work

Intakes
Interns are responsible for completing psychosocial intakes for the counseling program as scheduled, required to complete three intakes weekly. Interns will be responsible for completing a write-up for each intake, to be signed and approved by their clinical supervisor.

Counseling
Each intern will have the opportunity to work with individuals, couples, families, as well as groups. The number of clinical hours will vary [from 8-12 hours a week] depending on the requirements of each program and the clinical needs of the agency. Interns will be responsible for maintaining all corresponding notes, paperwork, collateral calls, etc. for each assigned client. All paperwork will be approved and signed by the intern’s clinical supervisor. All paperwork is due in a timely manner. All clinical interns are required to do 2 process recordings of a counseling session each week to be turned into the clinical intern supervisor 2 days (48hrs) before supervision for review by supervisor (A process recording is a written account of the interaction between intern and client.). The recordings are to be done during the intern’s “down time” at the office or in the interns off time. The time to do these recordings does not replace the time the intern is to be seeing clients or doing intakes.
Emergency Services
Interns have a great opportunity to be trained and participate in our emergency services: 24/7 Hotline and 24/7 Medical Advocacy (hospital accompaniment). This provides an opportunity to have a well rounded view of the services that are provided to all of BARCC’s clients and it is a great learning opportunity to learn different approaches to trauma work. This participation is an optional opportunity during the 24 hour office requirement (not in addition to).

Supervision
Each intern will be expected to:
- Meet with their primary supervisor for one hour (60min) each week.
- Attend mandatory weekly Client Services meetings on Tuesdays from 3:00-5:00pm.
- Attend mandatory weekly Intern Group Supervision. Group Supervision meetings are held on Wednesdays 9:00am-11:00 (interns must complete one formal case presentation 1st semester and one formal case presentation 2nd semester)
- If an intern facilitates a group, they will attend supervision for that group.

Administrative Tasks
Interns will be assigned weekly administrative tasks as well as possible year long projects that provide insight into agency, such as grants and funding through gathering and research of data or collecting and organizing resources.

Holidays and Vacation

Holidays (days that BARCC’s office is closed)

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Vacation
Due to the nature of clinical work and the needs of the clients, interns are not to take more than 2 weeks off for the Dec/Jan holiday season and no more than one week off in the Spring (Spring break).
**Mentor program:**
Each intern will be assigned a mentor. The purpose of the mentor program is to improve the experience of the clinical interns by providing a better connection to BARCC as a whole (meaning understanding all programs that contribute to BARCC) and enhance the intern’s understanding of BARCC as an agency.

**Sample Schedule**

**Intern Schedule Guidelines for 24 hours a week:**
*Clinical interns should work towards maintaining a schedule that is similar to the one below:*

- Doing intakes: 3 hours (translates to three a week)
- Seeing regular clients: 8-12 hours *cancellations should be converted to additional intakes*
- Doing paperwork/phone calls: 2 hours
- Clinical Supervision/Dispo./Intern Seminar: 5 hours
- Lunch/self-care/flex time/process recordings: 2 hours

*Miscellaneous Office Work and possible emergency services work* 2 hour a week

*Note: any exceptions to these guidelines may be discussed and adjusted with clinical or intern supervisor*