



# Wings of Eagles Counseling Clinic

To nurture a partnership of hope, health and wholeness in all people using solution focused and evidenced bases practices

## Intern Opportunity

### Qualifications

- Active enrollment in an Associate, Bachelor's or Master's degree program in Social Work, Human Development, Counseling, Psychology, AODA, Marriage and Family Therapy, or Medical Billing is required
- A written internship agreement between the educational institution and Wings of Eagles is required
- Ability to complete and display competency in all required trainings
- Knowledge of behavioral health diagnosis and evidence-based treatments and medical billing.
- Ability to design and implement clinical pathways and protocols for treatment of selected mental health and behavioral conditions
- Ability to respond to brief patient contacts, including via telephone and teleconferencing
- Ability to design effective psycho-education and group curricula and lead effective classes and groups, under supervision of the Clinical Supervisor
- Ability to work effectively in a team, interfacing with clients, primary care providers, collaterals, and colleagues, as well as administrative and support staff
- Ability to exercise balanced judgment in evaluating situations, making decisions, and to handle difficult or confrontational situations in a calm, consistent, and equitable manner
- Ability to effectively represent company interests in the community and maintain effective working relationships among colleagues, public, private, and professional groups
- High level of comfort in working with primary care medical providers using a consultative style
- Have the ability to use patience, self-control and flexibility when required; have the ability to accept and follow through with direction; and possess the ability to recognize boundaries
- Must have a valid driver's license and have reliable transportation to perform the essential duties of the role; a motor vehicle check (MVR) with a satisfactory driving record per the Wings of Eagles Driver Safety Procedure is required, and ability to meet Wings of Eagles auto insurance requirements
- Ability to read, write, analyze, and interpret written and verbal communication in order to successfully complete all required intervention and goal process documentation by established timeframes
- Ability to effectively present information and respond to questions from groups of managers, employees, directors, and top management
- Reading, writing, math skills, problem solving, ability to accept/flow through with direction, recognize boundaries, creative team member who can suggest and implement strategies to enhance the service, patience, self-control and flexibility
- Working knowledge of computers to allow employee to access computer systems and applications to complete timecards, read and respond to email, and complete required on-line training
- Proficiency in Microsoft Office Applications including (but not limited to) Excel, Access, Outlook, and basic proficiency in Word and PowerPoint (billing interns)
- Able to use technology that is necessary to perform job responsibilities; use available technology effectively (voicemail, computer, printer, photocopier, fax and telephone, and various types of audio visual equipment)
- Must react appropriately in times of crisis, which may include verbal and physical aggression from the people served and recognizing and taking appropriate action if signs of child or dependent adult abuse are present

217 N Madison Street, Green Bay WI 54301

Phone: 920-227-7078

Fax: 920-273-8847

[www.wingsofeagles1.com](http://www.wingsofeagles1.com)

- Understands and is able to evaluate the potential for medical or behavioral emergency
- TRAVEL: Ability to travel to and from locations in the area as required up to 25-50%, depending on program needs

### **Responsibilities**

- Under supervision, the Counseling Intern maintains a safe and therapeutic environment, while performing work involving the care and treatment of clients and other duties as required
- Provide individual, couples, family, group and substance abuse psychotherapy services to clients, as guided by the Clinical Supervisor
- Provides psychoeducation, skill building, wellness and/or therapeutic mentoring to children and adults
- Conduct formal assessment of client needs using clinical interview, objective diagnostic tools, and input from collateral contacts
- Develop treatment plans collaboratively with clients and provide agreed upon and necessary therapeutic services in keeping with strength-based, evidence-based best practice standards
- Maintain detailed clinical records and make recommendations concerning case disposition
- Complete agency-required and billing-related phone calls, email, and paperwork work in a professional and timely manner
- Adhere to high ethical, professional, and legal standards such as WI State Statutes, Health Insurance Portability and Accountability Act, Counsel on Accreditation, American Psychological Association, American Counseling Association, American Association for Marriage and Family Therapy, and National Association of Social Workers
- Actively participate in clinical supervision meetings as required to meet best practice and licensure standards
- Attend staff meetings and participate in training and quality improvement activities as required
- Work a flexible weekly schedule that includes some evening and/or weekend hours for client appointments
- The Counseling Intern works directly with Program Supervisor or Manager and Clinical Supervisor to set expectations for scheduling clients
- The Counseling Intern determines own schedule based on client need
- May serve as a representative of the agency to interested individuals, professionals, and community groups
- May administer specialized programs within a community or the agency
- May participate in program, business unit, or agency marketing efforts
- Effectively communicate with insurance companies relating to invoice billing disputes to resolve in an effective, timely, and professional manner. (billing)
- Ability to take care of the client needs while following company procedures
- Travel to various locations for meetings, trainings, or to perform clinical responsibilities as needed
- Travel will vary depending on case load

Stipend maybe offered depending on the services provided

Please send your resume to [lousley@wingsofeagles1.com](mailto:lousley@wingsofeagles1.com) if you are interested in joining our team.