



*Hope Recovery,  
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**Graduate Internship**  
Human Services

**Fully Remote via Zoom**

**Position Description**

**Supervisor:** Clinical Director

**Purpose:**

To provide graduate students studying human services who are working toward developing their skills towards clinical or non-profit work. The internship can include both direct and indirect service hours, with a strong clinical focus. Human Service internships for a master's level intern is tailored to your interests and degree.

**Duties & Responsibilities:**

- ❖ Track your internship hours on your Hope Recovery spreadsheet even though required to do so with your university.
- ❖ Complete required classroom and in-group training.
- ❖ Facilitate support groups or classes if you have a clinical interest.
- ❖ Develop a curriculum for a workshop or support group related to abuse and sexual trauma or a related issue if you have a clinical or developmental programming interest..
- ❖ Maintain confidentiality and HIPAA Compliance.
- ❖ Model genuine compassion, empathy, and open-minded responses with any community or client contact.
- ❖ Use active listening skills to provide a safe and supportive communication.
- ❖ Attend supervision weekly, and be prepared for it.
- ❖ Submit all required documentation and projects due in a timely fashion.

**Opportunities Depending upon Focus/Interest:**

- ❖ Learn & improve active listening & SOLAR skills.
- ❖ Increase group facilitation skills and experience (if you have a clinical interest).
- ❖ Gain additional knowledge regarding issues faced by survivors of abuse and sexual trauma.
- ❖ Participate in ongoing training to increase knowledge base and skills.
- ❖ Grant Proposal Writing
- ❖ Budgeting
- ❖ Administration Issues
- ❖ Program development and other opportunities

**Time Commitment:** Hours per week depend upon your internship requirements, but no less than 10 hours per week.

**\*\*Note\*\*** We do not have internships where you can have a 9-5 schedule. Our program is not designed that way. Most interns work part- or full-time and their internship is spread over 3-5 days to make their hours, depending upon the number of hours required for the internship.

**Age Requirements:** At least 18 years of age.

**Qualifications:** Must be currently enrolled in a master's program and have approval from your university for a placement with us.

**Training:** 20 hours of classroom training, reading, videos to start, followed by training based on your specific internship. Supervision is expected weekly.

**Background check:** Required (most states are \$19 paid by the intern. New York is significantly higher cost.). Any intern who has client information or client contact is required to have a background check.

**Dress Code:** Casual, business casual if in the community representing the organization.