Catholic Charities
Milwaukee
Serving Dodge, Fond du Lac, Milwaukee, Ozaukee, Racine, Kenosha, Sheboygan, Walworth, Washington and Waukesha Counties

Office Locations and Phone Numbers located at info@ccmke.org

Address: 3501 S. Lake Drive
P.O. Box 070912
Milwaukee, WI 53207-0912
Phone: 414-769-3414

Supervisor/Contact Person: Jessica Brandt
Volunteer Coordinator
Direct Phone #: 414-769-3414
Email: jbrandt@ccmke.org

CLIENT POPULATION SERVED: Children & adults. Individuals, couples, families

WHAT DAYS/HOURS ARE AVAILABLE FOR STUDENT INTERNS TO WORK?
PLEASE INCLUDE WEEKEND AND EVENING AVAILABILITY:
Monday-Friday 8:30 a.m. – 5:00 p.m.
Milwaukee Office only: Monday & Tuesday 8:30 a.m. – 7:00 p.m.

IS THERE A CREDENTIALED, ON-SITE SUPERVISOR AVAILABLE TO SUPERVISE SUBSTANCE ABUSE COUNSELOR – IN TRAINING (SAC-IT) STUDENTS?  YES ☐  NO ☒

REQUIREMENTS FOR STUDENT INTERNSHIP PLACEMENT:
Pre-placement Interview and Acceptance
Successful background check

INTERNSHIP JOB DESCRIPTION/EXPECTATIONS:
See Volunteer Position Description

WEBSITE ADDRESS: www.ccmke.org

Catholic Charities
Mailing Address: PO Box 070912
Milwaukee, WI 53207-0912
Delivery Address: 3501 S. Lake Drive
St. Francis, WI 53235
Office Locations and Phone Numbers
info@ccmke.org

Revised: 4/2/18
Catholic Charities
Volunteer Position Description
Updated: March 2017

Title: Behavioral Health Intern, Bilingual
Report To: Director of Behavioral Health
Department: Behavioral Health
Status: Unpaid Internship
Commitment: 8-12 hours per week

Summary
Catholic Charities Behavioral Health/Counseling Services is a State certified outpatient behavioral health clinic providing accessible, culturally competent, high quality mental health services for individuals, families, children and couples of all faiths. The Behavioral Health intern will gain experience by providing direct counseling (support psychotherapy, counseling, and other related services) to individuals, couples, families and groups. Intern will be participating in peer and supervisory consultations on a regular basis with as well as be clinically supervised by a Senior Therapist at the job site. Internship hours can be applied to intern’s licensure hours or practicum.

Essential Functions
- The Intern will work closely with the clinical team members and graduate-level interns on a variety of tasks, including program coordination
- The Intern will facilitate/co-facilitate therapy and counseling to individuals, couples, and families
- The Intern will manage a small caseload of clients and provide individual therapy on a weekly basis and may perform crisis intervention, as needed
- Maintain appropriate case recording to include diagnosis, treatment plans, progress notes, and discharge summaries which meet appropriate quality assurance standards, outpatient mental health, accreditation, managed care, and other applicable standards.
- Follow professional protocol in reporting abuse/neglect cases, suicide and homicide threats, in compliance with applicable statuses and ethical standards and guidelines for your internship through your school
- Provide coverage for other staff within the Behavioral Health Department
- Provide data (surveys, checklists, assessments) to evaluate client outcomes for counseling services
- Participate in peer and supervisory consultation and quality assurance activities on a regular basis.
- Participate in clinical supervision at least 1 hour per week, and a monthly team supervision meeting
- Adhere to, and complete all internship and practicum requirements as prescribed by the intern’s educational institution.
- Record internship hours by method agreed upon with the Volunteer Coordinator
Position Qualifications/Requirements

Skills, Knowledge and/or Abilities

- Strong commitment to the mission and the vision of Catholic Charities including a working knowledge of Catholic Social Teaching.
- Strong interpersonal skills, with a passion for developing and maintaining strong relationships through Agency knowledge, personality, and communication. Persuasive and tactful, while performing required functions and obtaining Agency goals.
- Team player, who builds and fosters collaborative relationships with coworkers.
- Excellent oral and written communication skills in English; Spanish is a plus. Able to tactfully address confidential matters efficiently and discretely. A persuasive and passionate communicator with excellent public speaking skills.
- Confident, autonomous self-starter who is comfortable and organized to perform multifunctional tasks while achieving desired results, and
- Proficient in Microsoft Office applications.

Education and/or Experience

- Graduate student actively enrolled in an accredited institution in social work or related counseling field required
- Holds Master’s Degree in social work or related counseling field, preferred;
- Pursuing a practicum and/or credit towards 3,000 hour certification
- Experience with multi-family problems preferred (individual, couples, wide age range)
BEHAVIORAL HEALTH SERVICES

About Our Program

Some problems in life are too difficult to handle alone. When problems like tensions in a marriage, behavioral issues with a teen or pre-teen, depression, anxiety or daily stressors overwhelm your life – it’s good to know you don’t have to walk that road alone. Counseling helps people to understand their personal needs, focus on the cause of their problems and determine ways to resolve or cope with those issues.

Catholic Charities Behavioral Health/Counseling Services is a State certified outpatient behavioral health clinic providing accessible, culturally competent, high quality mental health services for individuals, families, children and couples of all faiths. All therapists are licensed to practice in the state of Wisconsin and bilingual therapists are available at all of our sites. We serve adults, children and families who suffer from emotional distress.

The agency recognizes the added challenges of people living in poverty and accepts patients who do not have any means to pay, as well as those with limited resources, on a sliding fee scale adjusted to an individual’s or family’s
size and financial situation. Additionally, third party insurance payers, Medicare and Medicaid are accepted.

Symptoms of Depression

- fatigue and decreased energy
- insomnia or excessive sleeping
- irritability or restlessness
- loss of interest in activities or hobbies that were once pleasurable
- overeating or loss of appetite
- persistent feelings of sadness, anxious or 'empty' feeling
- feelings of hopelessness
- feelings of guilt, worthlessness, or helplessness
- difficulty concentrating, remembering details, and/or making decisions
- thoughts of suicide

If you or a loved one are experiencing some of these symptoms, then it is time to contact Catholic Charities to make an appointment for help.

Caridades Católicas Salud Mental

To schedule an appointment with one of our therapists please call the primary contact number in your area:

Fond du Lac Area
920-923-2550

Kenosha Area
262-658-2088

Milwaukee Area
414-771-2881

Racine
262-637-8888
Sheboygan Area
920-458-5726

Waukesha Area
262-547-2463

Director of Behavioral Health Services
Mandy Bibo, MS
414-771-2881 Ext. 4148
mbibo@ccmke.org

Services
› Adoption Services
› Adult Day Services
› Behavioral Health Services
› Hoarding Intervention & Treatment Program
› In-Home Support Services
› Legal Services for Immigrants
› Outreach & Case Management Services
› Pregnancy and Parenting Support
› Refugee Resettlement Services
› Supported Parenting Services

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