

## **Graduate Internship Job Description**

### **Internship Overview**

Youth Service Bureau's Graduate Interns will be responsible for providing direct service and case management to clients that enter the Youth Service Bureau from a variety of referral sources including; family referral, school referral, police departments, Juvenile Court Services and self-referral methods. YSB's Graduate Student Therapists ensure efficient and quality services are being rendered to the community under the direct supervision of the Clinical Director of Youth and Family Counseling (YFC) who is a LCSW.

### **Agency Mission and Services**

The DeKalb County Youth Service Bureau, Inc. is a non-profit social service agency which assists DeKalb County youth build healthy and responsible relationships with family, friends, and the community. Services include:

- ❖ Early Risk Assessment Program
- ❖ Crisis Intervention Program
- ❖ Drug/Alcohol Early Intervention & Prevention
- ❖ Managing Emotions Thoughts and Actions Group
- ❖ Active Parenting of Teens Group
- ❖ Girls Empowerment Group
- ❖ Alternative to Suspension Program
- ❖ Advocacy
- ❖ BOYS Group
- ❖ Divorce class
- ❖ Therapeutic Art-Making Group

### **Distinguishing Features of the Internship**

- ❖ Title: Graduate Intern
- ❖ The number of interns the agency will accept varies from year to year.
- ❖ Hours will vary based on agency needs.
- ❖ A car and proof of insurance is required for assistance with our Crisis Intervention program.
- ❖ Acceptance of interns is based on resume and two interviews. References/background check are required.
- ❖ No stipend or salary is available for interns.
- ❖ Graduate Interns will gain a well-rounded, very valuable experience in social services.

### **Direct Service Requirements**

- ❖ Assess, evaluate and provide high quality services to DeKalb County youth and their families consistent with assigned programs under the supervision of the Clinical Director YFC and/or the Program Coordinator.
- ❖ Maintain a caseload of clients and evening availability consistent with YSB expectations and that allows for effective delivery of services under the supervision of the Clinical Director YFC and/or the Program Coordinator.
- ❖ Provides initial interviews, description and orientation to youth and families receiving services within the assigned program.
- ❖ Responsible for all communication, scheduling, and other coordination with referral sources in relation to caseload and assigned program(s).
- ❖ Provide both intra and inter-agency referral services for youth and families as determined by assessments under the supervision of Clinical Director and/or the Program Coordinator.
- ❖ Provide referral services for youth and families.

### **Administration**

- ❖ Maintain all required records and paperwork, including, but not limited to, client files, program statistics, billing requirements in a manner that is consistent with Agency Policy.

# **DeKalb County Youth Service Bureau, Inc.**



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*...for the Future of Youth*

- ❖ Administers outcome measuring tools as instructed by Clinical Director YFC including but limited to quarterly, termination, and follow-up surveys, and any program validity tests.
- ❖ Works in coordination with Clinical Director YFC and Office Manager to ensure accurate statistical tracking of Program Coordinated data.
- ❖ Participate in ongoing and meaningful program evaluation and statistical tracking of the designated program(s) to ensure quality services.
- ❖ Promote the designated program within the County through direct participation in relevant meetings, public appearances, and media opportunities and by issuing news releases, distributing brochures and newsletter, etc.

## **Other**

- ❖ Other duties as assigned by the Executive or Clinical Director YFC.
- ❖ Assist with all agency outreach efforts.

***Stephen Garlington, MSW, LCSW and Clinical Director YFC at 815-748-2010 or [sgarlington@dcysb.com](mailto:sgarlington@dcysb.com) for MFT or LPC information.***

***JJ Wett, CCTP and Clinical Director- Group Therapeutic Group Services at 815-748-2010 or [jjwett@dcysb.com](mailto:jjwett@dcysb.com) for MFT information.***



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