

Mental Health Intern (IVC)
South Orange County Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=261637>

Downloaded On: Aug. 26, 2025 7:39pm

Posted Aug. 26, 2025, set to expire Jan. 28, 2026

Job Title Mental Health Intern (IVC)

Department

Institution South Orange County Community College District
Mission Viejo, California

Date Posted Aug. 26, 2025

Application Deadline Open until filled

Position Start Date Available immediately

Job Categories Other Administrative Categories

Academic Field(s) Administration - Counseling Services

Job Website <https://www.schooljobs.com/careers/socccd/jobs/5056697/mental-health-intern-ivc>

Apply By Email

Job Description

SUMMARY DESCRIPTION

Under supervision of licensed clinical staff, the Mental Health Intern provides mental health support services to community college students. This position offers a training opportunity to gain clinical experience in assessment, diagnosis, treatment planning, and direct therapeutic services, including individual counseling and group facilitation. The intern works as part of a multidisciplinary team to support students' mental health and academic success, while adhering to applicable laws, ethical standards, and college policies.

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REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all listed duties and/or may be required to perform additional or different duties based on departmental needs:

Assess clients' strengths, needs, abilities, and preferences; develop diagnostic impressions based on DSM criteria with supervisor oversight.

Collaborate with clients to create individualized, goal-oriented treatment plans.

Investigate and document relevant client case history, including family and social background, to inform diagnosis and treatment.

Complete treatment plans, progress notes, discharge summaries, and other clinical documentation in a timely manner.

Provide individual counseling and facilitate educational and/or support groups; chart all services within 24 hours of session delivery.

Apply various therapeutic approaches (e.g., directive, nondirective, supportive) and assist in planning the frequency and duration of therapy.

Conduct psycho-educational and skill-building support groups.

Coordinate services with external agencies and community referral sources.

Participate in crisis intervention services under supervision, when necessary.

Attend staff meetings, supervision sessions, and professional development activities.

Perform administrative tasks relevant to client care and program operations.

Stay informed of current trends, best practices, and legal/ethical guidelines in the mental health field.

Carry out additional duties as delegated by supervising staff or program leadership.

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QUALIFICATIONS

Knowledge of:

Psychiatric diagnostic categories and clinical terminology.

Current DSM criteria and mental health assessment techniques.

Principles of individual and group psychotherapy.

Legal and ethical standards of practice, including confidentiality (HIPAA, FERPA).

Basics of medical record documentation and electronic health record systems.

Cultural competence and trauma-informed practices in diverse educational settings.

Community mental health systems and referral processes.

Skills and abilities to:

Establish and maintain a therapeutic rapport with a diverse student population.

Conduct assessments and develop treatment plans under clinical supervision.

Apply appropriate counseling techniques and evidence-based practices.

Facilitate group counseling and psycho-educational sessions.

Collaborate effectively with supervisors, peers, and external partners.

Demonstrate professionalism, reliability, and ethical judgment.

Communicate clearly and compassionately, both orally and in writing.

Maintain accurate and timely documentation in electronic health records.

Respond calmly and appropriately in crisis situations, with supervisory guidance.

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Exhibit a commitment to learning and ongoing professional development.

EDUCATION AND EXPERIENCE

Must be currently registered as an Associate Therapist in California (AMFT, ASW, or APCC) or enrolled in a qualifying graduate program with appropriate clinical supervision.

Preferred: Two (2) years of experience working or interning in a community mental health setting.

Strong written and verbal communication skills in English are required.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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