



# Willow & Leaf

C O U N S E L I N G

## Therapist | Master's Level Intern

Willow & Leaf, PLLC is an Illinois-based mental health company offering therapy, supervision, and consulting services. Willow & Leaf draws on novel and evidence-based treatment modalities to create a path to recovery custom to each of our clients.

### Therapist Job Summary

Willow & Leaf seeks a dedicated, creative, and compassionate therapy intern to join our team and support the physical, emotional, and mental well-being of our clients. In this role, you will work directly with clients and their support networks to actively listen to problems and concerns and suggest healthy and productive ways of addressing those issues. This role requires someone who enjoys working closely with people not just with clients, but also with other members of our team and occasionally outside agencies.

### Intern Responsibilities

- Complete a background check before beginning to see clients.
- Commit to at least 10-14 virtual office hours per week.
- Meet weekly with either your assigned supervisor (Hector Zavala, LCPC) or in group consultation with other eligible staff members.
- Complete virtual psychiatric intakes of individuals, partners, and families, including:
  - A biopsychosocial-spiritual assessment of available resources and barriers to each client;
  - Psychiatric diagnosis according to the DSM-VR, cultural factors, available outcome measures, and supervisor guidance;
  - Treatment planning.
- Complete virtual therapy sessions according to the treatment plan.
- Outreach and scheduling via secure online messaging and HIPAA-compliant phone calling.

- Ongoing assessment of clients in treatment through structured interview, observation, and standardized outcome measure assessments (e.g. GAD-7, PHQ-9, PCL-5).
- Assess clients for risk of harm to self and others, and safety plan any acute concerns.
- Establish positive and trusting relationships with clients.
- Educate and involve family members or other loved ones and professionals in the treatment process when necessary and client consent is provided.
- Maintain ethical interpersonal and professional boundaries with clients and staff.
- Adhere to ethical and legal guidelines as established by the professional codes, the State of Illinois, the Federal Government, and insurance companies—e.g. HIPAA compliance, timely clinical documentation, confidentiality, NASW Code of Ethics.
- When required, refer clients to outside sources or agencies that can better address their specific needs.

## Intern Requirements and Qualifications

- Access to a laptop or desktop computer.
- Secure, HIPAA-compliant meeting area for virtual sessions.
- Internet access capable of streaming telehealth sessions.
- Liability insurance.
- Be enrolled in a Master's degree in psychology, counseling, social work, or a related field; and be in second academic year or equivalent.
- Strong interpersonal communication skills.
- A positive and adaptive attitude;
- Ability to effectively manage time and prioritize needs.
- Comfortable with the use of telehealth technology including electronic documentation keeping, video conferencing, and email.
- Willingness to collaborate with supervisor and other staff.
- Dedication to cultural competence and humility especially as it relates to multi-lingual, BIPOC, LGBTQ, disabled, and neurodivergent populations.
- Passion for advancing the therapy field and expanding access to marginalized populations.
- Ability to work independently or as part of a team.

## Willow & Leaf Will Provide

- A secure, HIPAA-compliant Google Voice phone number (if intern does not already have access to one).
- Job training.
- Additional learning opportunities as they present.
- Weekly supervision & case consultation as per internship agreement with school.
- Marketing and caseload support.
- Secure EMR and televideo software.