

**Position Title:** Intensive Outpatient Program (IOP) Intern

**Location:** 5199 E Pacific Coast Hwy, Suite #330N, Long Beach, CA

**Duration:** 15 weeks (with potential for extension based on performance and program needs)

**Type:** Internship (Part-Time, 8 hours/week minimum)

**About Us:** Advances in Mental Health and Addiction Treatment Center is dedicated to providing comprehensive mental health and chemical dependency treatment for adults and adolescents. We comprise a group of skilled and experienced professional licensed mental health service providers, each with their own specialties and areas of treatment.

**Position Overview:** The IOP Intern will gain an introduction to the field of mental health and/or chemical dependency treatment by working closely with our multidisciplinary team to support the delivery of high-quality care to our clients. This internship provides hands-on experience, offering an opportunity to apply academic knowledge in a real-world clinical setting. The intern will assist with various aspects of the program, including group therapy sessions and administrative tasks. The intern will also have opportunities to observe and assist with additional tasks, such as case management, treatment plans, and intake assessments.

**Key Responsibilities:**

**1. Group Counseling Support:**

- Observe a therapeutic group ran by a credentialed counselor at least 1x a week
- Articulate client progress notes using clinical language to document assigned group session
- Contribute to group therapy by creating a psychoeducation to present in group

**2. Administrative Tasks:**

- Clerical tasks such as filing, organizing, and sorting client charts
- Ensure electronic client documentation is accessible, accurate, and complete

**3. Case Management:**

- Observe intake assessments performed on clients upon admission into program, gaining insight to the initial evaluation process
- Assist in developing individualized treatment plans for clients in program

- Assist in creating discharge plans for clients

**Qualifications:**

- Currently enrolled in or recent graduate of a Bachelor's program (Psychology, Social Work, Human Development, or related fields preferred)
- Strong interest in mental health and/or chemical dependency treatment
- Excellent interpersonal, communication, and written skills
- Exceptional active listening skills
- Strong organizational skills and attention to detail
- Basic knowledge of confidentiality and ethical standards in mental health care

**Preferred Qualifications:**

- Previous experience in a counseling or research setting
- Knowledge of evidence-based practices in mental health and chemical dependency treatment

**Benefits:**

- Hands-on experience in a clinical setting
- Supervision and mentorship from experienced professionals
- Opportunities for professional development and networking

**How to Apply:** Interested candidates should submit a resume to Diane Alzina at [dianealzina@gmail.com](mailto:dianealzina@gmail.com).