

Job Title: **Clinical Intern (CCS)**

Income: **Part time - \$15.00 an hour**

Work Location: **Coggs Building (1230 W Cherry Street, Milwaukee)**

DHHS Service Area: **BHS – Comprehensive Community Services (CCS)**

Reports to: **CCS Administrator**

Work Hours: **First shift, Hybrid**

Schedule Requirements: **Minimum of 16 hours per week**

Commitment Requirement: **2 semester minimum**

NOTE: This internship does not offer any direct clinical hours with clients

Job Summary:

Comprehensive Community Services (CCS) is seeking a Social Work or Counseling intern to be involved in the clinical aspects of onboarding consumers into the CCS program. The intern will work within CCS, as well as provide support, technical assistance, and quality assistance to CCS branch offices.

Interested in learning more about BHS – Comprehensive Community Services?

Visit our webpage at: [Comprehensive Community Services \(CCS\) | BHS | Milwaukee County](#)

Essential Duties and Responsibilities:

- Perform Assessments & Screening via the CCS phone line. Talk with potential CCS referrals, completed screening for eligibility, and assign to Care Coordination agencies.
- Attend CCS Meetings & Trainings. Partake in various meetings to foster better understanding of the available community-based services, CCS Thursday Staffing's, MHP, All Provider, and other meetings or trainings as assigned.
- Audit & Reports. Audit paperwork (charts) and run reports to support agencies MHP/SAP and leadership. Inform staff of items that need to be completed. Assist in the quarterly auditing process.
- Supervision with a licensed staff member. Receive ongoing scheduled supervision from a direct supervisor.
- Anticipate travel within the community up to 5% of the time.
- Perform all other duties as assigned.

Work Experience Requirements:

- **Currently in Social Work Bachelor's Degree Program**
- Must have at least one (1) year of experience in Behavioral Health.
- Current resident of the state of Wisconsin
- Valid driver's License and Insurance maintained throughout employment.
- Candidates must have excellent communication and customer service skills.
- Candidates should have proficient experience with Microsoft Office Suite products to include Word and Excel.
- Candidate should be comfortable using databases and electronic health records.