



**The mission of The Door is to empower young people to reach their potential by providing comprehensive youth development services in a diverse and caring environment.**

## **Intake Counselor Internship Description**

The Door is a multi-service youth development agency serving the needs of young people between the ages of 12 and 24. The Member Services Department is responsible for welcoming new members, conducting brief interviews/ risk assessments, and connecting the new members to appropriate and desired programs and services based on their needs and interests. Please visit our website [www.door.org](http://www.door.org) for more information.

### **Intake Counselor**

This intensive internship is suited for those interested in exploring direct practice social service work or those who wish to use the modality of direct practice to learn more about social problems, youth development models and/or specific youth populations. This position enables Intake Counselors to hone interview and assessment skills as well as effective ways to engage underserved populations of young people. Additionally, those persons who are interested in medicine, education, community organizing, social service programming, and social welfare policy will have a unique opportunity to work in a multi-service social service agency that serves young people with often overlapping needs.

### **Responsibilities:**

- Conduct 1:1 intake interviews/ psychosocial assessments with prospective members
- Inform members of Door programs and services
- Make appropriate referrals based on members' interests and needs
- Direct/ connect new members to programs and services
- Identify at-risk youth and high-risk behavior disclosed in intake interviews
- Complete intake summaries and other documentation pertaining to new members

- Assist with other tasks as assigned by supervisor

**Qualifications:**

- Interest in working with young people from a diverse set of backgrounds and life experiences
- Sensitive to the unique needs and interests of young people
- Currently in, or beyond, third year of undergraduate degree (required)
- Record of dependability from at least one professional or academic reference
- Basic computer skills
- Prior work or volunteer experience with adolescents preferred
- Bi-lingual (Spanish, French or Arabic) strongly preferred – if you speak Spanish, French or Arabic, please note this in your application!

**Hours and Commitment:**

- Completion of the 10-hour on-site training is required on **January 15th and January 16th from 10am - 3pm.**
- The internship will officially **begin on January 20th and concludes May 22nd** (with an opportunity to continue through the next semester if interested).
- Minimum of 8 hours of work per week on site at The Door (555 Broome Street, New York, NY, 10013)
- Successful completion of an online Mandated Reporter training (2.5 hours) & additional HR-required trainings

**Supervisors:** Director of Intake & Program Coordination; Member Services Coordinator