Anchorpoint Counseling Ministry

A Direct Practice internship at Anchorpoint Counseling Ministry is for a minimum of two semesters. Students will carry a caseload of approximately 14-18 clients. Students arrange their counseling sessions with their clients directly. Students receive one hour of individual supervision and one and a half hours of group supervision a week. Students are encouraged to take a leadership role in one of Anchorpoint’s support groups.

Students will do phone intakes with new clients calling to set up appointments. Students will be responsible for maintaining a clinical file on each client and keeping it up to date. Students are assigned several short papers and are required to submit a weekly reflection form regarding issues occurring during the internship. Various books by supervisors are often recommended as important reading during the internship.

Anchorpoint Counseling Ministry
MSW COSA/ADMINISTRATIVE INTERNS

As a COSA (administrative) intern, you will have the opportunity to practice a variety of skills and knowledge learned throughout your coursework, while receiving oversight and direction from (as well as opportunities to observe) ACM’s senior staff (i.e. Executive Director, Director of Development, Director of Marketing, Office Manager) and Board of Directors. Areas of focus include, but are not limited to: development, marketing, office management, programs, governance, research, and supervision.

**Development**
- Research new grant opportunities
- Assist in writing grant proposals
- Attend grant workshops/ AFP luncheons
- Attend and participate in foundation visits
- Assist in other correspondence with foundations, such as writing final reports and thank you letters
- Contact foundations for feedback and information regarding grants
- Network with ACM staff to learn of programs (for optimal grant writing)
- Proofread appeals
- Attend and participate in development committee meetings
- Participate in special events and planning (book sale, golf outing, gala, and Highmark walk)
- Assist in implementing and updating development plan

**Marketing**
- Connect with affiliated churches, nonprofits, counseling agencies, schools, etc. to update contact information and learn of networking opportunities
- Proofread newsletters, annual report, and other mailings
- Participate in ACM’s social media outlets
- Assist in maintaining ACM’s website

**Office Management**
- Data entry (using company database, Donor Pro)
• Budgeting
• Create client files
• Updating client/office forms and making copies as needed
• Assist in preparation (statistical reports, paperwork, and physical setup) for board meetings
• Assist with simple computer and phone issues
• Answer phones
• Complete new caller intakes
• Attend and participate in weekly administrative staff meetings
• Conduct HIPAA compliance training to staff and board members
• Attend and participate in full staff meetings

Programs
• Opportunity to work one-on-one with a student participating in ACM’s tutoring program
• Opportunity to assist our Community Education Director with a variety of educational workshops and support groups

Governance
• Attend and participate in board meetings
• Participate in strategic planning process (if applicable)
• Attend and participate in governance committee meetings
• Review ACM’s policies and procedures
• Participate in policy and procedure development

Research
• Create/modify/implement client satisfaction and volunteer/tutor surveys
• Participate in research to aid grant writing, development plan, policy and procedure writing, etc.
• Engage in creative research projects that may pertain to research courses (i.e. benefit-equity survey)
• Complete research on the most up-to-date HIPAA laws

Supervision
• Create/modify/implement employee evaluations
• Observe Executive Director supervise clinical interns during weekly group supervision