

COMMUNITY COUNSELING ASSOCIATES UNDERGRADUATE INTERN APPLICATION

1506 N. Greenville Ave, Suite 220, Allen, Texas 75002
214-509-6888 phone 214-509-6887 fax

Thanks for contacting CCA. After looking over and then completing this document in its entirety, please submit this, along with your resume and contacts, to admin@allencounselingassociates.com. If selected for the next step, you will have a Zoom interview with one of our staff members, and then we will make our decision. Please understand we often have more applicants than time slots available and choose people that seem to be the best match based on goals, personal traits, and experience.

Name: _____ Date: _____

Address: _____ City: _____ Zip Code: _____

Phone #'s: Home: _____ Work: _____ Mobile: _____

E-Mail Address: _____

Marital Status: _____ Age: _____ Birthday: ____/____/____

DL #: _____

Emergency Notification: _____

Name	Relationship	Phone
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Referred by: _____

**PLEASE ATTACH A RESUME WITH PREVIOUS JOB HISTORY, EDUCATION, AND 3
REFERENCES (one personal and two professional) THAT WE MAY CONTACT**

Please sign here indicating you are giving CCA permission to contact your references:

Signature

Date

CCA Undergraduate Internship Application Questions:

PLEASE COMPLETE THE FOLLOWING QUESTIONS on a separate sheet of paper.

- 1) What was your reason for choosing CCA as your internship location?
 - 2) What do you feel you have to contribute to CCA?
 - 3) What do you wish to gain through your experience?
 - 4) Please share with us three strengths and weaknesses.
 - 5) How would a friend describe you to someone that you don't know?
 - 6) What hours are you available to work? (list day of the week and time span – ex. Mon from 9-12)
- Interns may start as early as 10 am and we have staff in our offices often until 8 or 9 pm. Please keep in mind that you **MUST** be able to attend the weekly staff supervision meetings from 12-1:30 pm Mondays.

CCA Undergraduate Internship Requirements:

- 1) You will keep a log of your hours (we will provide a sheet or if your school uses a certain form, you may use it).
- 2) You are required to attend our weekly supervision/staff meetings and trainings. These currently occur on Mondays from 12-1:30 p.m. but may change subject to staff needs. We encourage you take notes during trainings and be actively involved.
- 3) You will also check with either (in order) the Administrative Coordinator, Executive Admin Assistant, Assistant Director or the Clinical Director regularly on any administrative assistance you can offer.
- 4) You will complete various administrative duties assigned including office setup and upkeep; greeting clients and assuring intake/progress paperwork is completed; purchasing and restocking water bottles, ink and other office supplies; making copies; light admin work; and assisting with web-based or face-to-face marketing opportunities for CCA.
- 5) You will complete a summary of your experience with CCA reflecting on your learning experience regarding the counseling profession, our approach to counseling, and suggestions for us to continue to make this a rewarding experience for future undergrad interns.

Additional Information:

- 1) This position requires a person who is a self-starter, is willing to follow up when further direction is needed and needs little handholding/hands-on supervision. If this describes you, CCA will be a good fit for you. This is your opportunity to learn from us and to a large degree, you will get what you ask for from this experience. If you lack initiative without high accountability, I would encourage you to seek another location. Self-advocacy is required in order to shadow counseling sessions, as you will need to build a rapport with our therapists and reach out.
- 2) This position also requires that you be comfortable working with technology. You will be asked to create Excel files, upload and download PDFs of clinical trainings, and assist in creating forms for clients in the office. We don't expect you to be an expert, but please be willing to learn.
- 2) Due to the HIPAA requirements, you will sign a document guaranteeing confidentiality.

3) Please communicate any changes in your schedule or questions by email. This documentation is helpful since as the director I am managing a large number of my own clients and staff.

4) While CCA services clients from all philosophical and religious perspectives, a large portion of our referrals come from churches and we are selected by clients because of our reputation for offering solution-focused Christian Counseling. Many of our trainings involved pastoral/Christian counseling resources and all of our counseling staff sign a statement of faith and are required to be active in a local church. We make no such requirements of undergraduate interns but want you to be informed of our staff culture as to not create a situation where an intern would find himself or herself uncomfortable.

My signature below indicates I have read all of the information above and wish to continue to pursue an undergraduate internship with CCA.

Signature

Date