

**The LGBTQ Center Long Beach: Mental Health Services**  
**MSW Internship Description**



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**MSW Internship Summary:**

Mental Health Services MSW Interns, are students in MSW graduate programs who are receiving training and practice opportunities exchange for program credit. MSW interns are responsible for providing counseling and/or case management services for Mental Health Services Clients, participating in weekly supervision meetings, maintaining documentation in accordance with best practices, and participating in all required trainings. MSW Interns report to Mental Health Services Staff, and work under the clinical supervision of a licensed professional. Interns receive trainings with a focus on providing LGBTQ+ affirming and trauma-informed clinical services, as well as ongoing trainings regarding domestic violence. Internships are currently primarily in person with some meetings, trainings, and supervision conducted remotely.

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**Primary Duties and Responsibilities:**

**Direct Care Responsibilities**

- Provide short term weekly counseling services, including individual, relationship, family, and/or group counseling, depending on intern skill-level and current consumer need. Services are to be delivered in-person or via telehealth, while onsite at The Center.
- Provide direct advocacy and support services to victims of domestic violence, including crisis counseling, case management, data entry, and comprehensive advocacy services.
- Conduct initial screenings, initial intakes, and risk assessments to assess for prospective clients' mental health and/or domestic violence needs.
- Make appropriate internal and external referrals/resource linkages to ensure clients receive comprehensive care.
- Complete clinical assessment and develop collaborative treatment plans for counseling clients.
- Advocate for clients' access to LGBTQ affirming resources, including emergency and permanent housing, legal assistance, mental health services, and other social supports, as needed.

**Administrative Responsibilities**

- Maintain up to date client documentation using an electronic health record system in compliance with applicable laws, regulations, and standards of care.

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- Complete routine reports, including, but not limited to, biweekly timesheets, and monthly intern reports.
- Maintain accurate schedules for client sessions and meetings, communicating with program staff if there are changes.
- Communicate with program staff regarding their program requirements for practicum, such as direct client hours or assignments.
- Assist in developing, revising, and distributing program materials, including policies, procedures, manuals, intake forms, and informational brochures, as needed.

**General Responsibilities**

- Participate in consultation meetings, including weekly supervision(s).
- Attend mandatory onboarding and ongoing trainings during the internship period.
- Support with conducting outreach at community events such as resource fairs, domestic violence awareness events, LGBTQ pride events, and cultural festivals, if within intern's schedule and capacity.
- Perform other reasonable duties as necessary or assigned, that fall within the scope of intern's practicum learning activities.

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**Additional Information:**

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**Program Philosophy:**

The Mental Health Program at The LGBTQ Center of Long Beach offers graduate student trainees and interns (the term "intern" will be used to include both trainees and interns) an opportunity to engage, empower and advocate for a more equitable society. Interns at The Center foster an ever-improving quality of life for the LGBTQ+ community by training in an LGBTQ+ affirmative and trauma-informed mental health and domestic violence service program.

Interns chosen to participate in the mental health service program will:

- Develop their knowledge and capacity to deliver culturally competent care to queer and transgender-identified clients or those exploring gender or sexuality in treatment.
- Train to approach therapeutic responses through a trauma-informed lens that informs how different oppressions and traumas intersect with and impact an individual's identities, relationships, and experience of safety and mental wellness.
- Train on how to identify domestic violence in non-heteronormative relationships, and how to clinically support individuals experiencing or impacted by domestic violence.

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**Modalities:**

Our mental health services incorporate a variety of modalities, including: psychodynamic; cognitive-behavioral; strength-based; person centered; humanistic; and mindfulness approaches with this overarching trauma-informed lens that strives to collaboratively seek internal healing, wholeness, and wellness. We believe that mental wellness is part of striving for an ever-improving quality of life for the individual and that contributes to the overall health of the local LGBTQ+ community.

**Onboarding:**

Mental health program interns participate in 10 workshops during their first month of internship/traineeship covering a range of topics relevant to providing services to mental health services consumers. Additional workshops/trainings are provided on a monthly basis throughout the academic year. Interns must be available from 10:00 am to 5:00 pm on Wednesdays during the first month of internship (September 2026). Trainings will primarily take place in person, but are subject to be remote.

**Pre-Onboarding:**

In the months leading up to internship, interns who match with the program must be in communication to assist in preparing for start date. Additionally, interns are to complete a LiveScan, submit a copy of a recent TB test, and complete their 40 Hour California Domestic Violence Certification. The Center can support with the cost of the LiveScan and the 40 Hour DV Certification.

**Clinical Supervision:**

MSW interns receive individual supervision with their practicum instructor, in line with their program requirements. Additionally, MSW interns receive weekly group supervision with an experienced licensed clinical supervisor. The Center is committed to an interdepartmental integrated approach and case consultation is available with intimate partner violence specialists. Supervision may take place remotely and/or in person.

Please note, recording client sessions for supervision purposes is not permitted.

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**Attendance and Time Requirements:**

Internship hours are expected to be completed primarily on-site, with some hybrid capacity.

MSW internships take place during the academic year, approximately 8-9 months, and are expected to provide 16 to 24 hours per week (includes direct service hours, supervision, and time for administrative tasks). Hours each week depend on practicum requirements, intern availability, program/client needs, and take place within The Center's business hours.

Interns are entitled to 2 weeks of time off during the year, plus holidays.

There are no restrictions for sick and emergency leave. Vacations must be approved in advance by the Mental Health staff.

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**How to Apply:**

To apply, submit your completed application packet via email to [counseling@centerlb.org](mailto:counseling@centerlb.org).

A completed application packet includes:

- ☐ **Mental Health Services Internship Application**
- ☐ **Resume**
- ☐ **Cover Letter**
- ☐ A copy of your **Program Requirements/Expectations for Practicum Placement**
- ☐ If applicable, a copy of your **California 40-Hour Domestic Violence Advocate Certificate**

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**FAQs**

**What is a typical caseload?**

MSW Interns will begin with a caseload of 1-2 client hours each week and gradually increase to a full caseload of 4-5 client hours each week. Interns will also be conducting initial intakes.

**Can I record some sessions for my clinical supervisor to review, it's a program requirement?**

Recording of client sessions for supervision purposes is **not** permitted.

**What if I am falling behind on my hours?**

Interns are expected to keep track of their required hours and communicate with MHS staff to ensure they do not fall behind. Our team will work with you find ways to catchup if needed.

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**What does supervision look like?**

MSW Interns each receive 1 hour of weekly individual supervision with their practicum instructor. Additionally, MSW interns will participate in a clinical group supervision each week.

**What if I need to take time off?**

Please do so, we encourage it! Time off is to be approved by the team, and we will work with you to develop clinically appropriate plans for any clients. If you need time off, are sick, or have something already planned, please communicate with our team.