

Intake



Available to **Bachelor and Master's level students** in the mental health field.

As an intern, you will gain valuable, hands-on experience working with individuals in the initial stages of client care and assessment. Assisting our intake team in evaluating and engaging new clients seeking services, developing foundational skills in assessment, clinical interviewing, and diagnostic formulation, you'll gain critical insight into the intake and referral process within a professional mental health clinic, helping ensure each client is connected to the care that best meets their needs.

Skills Developed:

Clinical Assessment Skills

Client Communication

Treatment Knowledge

Documentation & Compliance

Problem-Solving

Crisis Management

Opportunities:

Initial Client Assessment

Conduct clinical interviews with new clients, gather background and presenting concerns, and assist in identifying appropriate service and treatment options.

Documentation

Maintain accurate, confidential records in the electronic health system in compliance with HIPAA and clinic standards.

Screening & Triage

Support risk screenings, help prioritize urgent cases, and assist in routing clients to appropriate services.

Collaborative Care

Work closely with intake and outpatient staff to observe assessments, support referrals, and ensure clients are matched to the right care teams or services.

Client Support & Referral

Provide treatment option information and assist clients in connecting with therapy, medication management, and community services.

Confidentiality Standards

Uphold strict confidentiality, professional, and ethical standards in all documentation and client interactions.

Questions?

Contact Human Resources at
507.289.2089 or careers@zvhc.org.