



2025 The Fortune Society Volunteer/Internship Program

About Fortune: The Fortune Society, Inc. (Fortune) has evolved into one of the nation's preeminent reentry and justice-informed service organizations, providing formerly-incarcerated people with the skills and wrap-around services needed to break the cycle of crime and incarceration and to build productive lives in their communities. **Our Mission:** The Fortune Society's mission is to support successful reentry from incarceration and promote alternatives to incarceration, thus strengthening the fabric of our communities.

Opportunity Title: MHC Program Intern

Type: MHC Intern, un-paid

Department/Reports To: Senior Director of Alternative to Incarceration and Family Services who is an LMHC-D

Location: In-Person (29-76 Northern Boulevard, Long Island City, NY 11101)

Tentative Schedule: Min 15hrs/week, 3x5hr shifts sometime between Mon-Thurs 9am-5pm.

Duration: Per the MHC Internship Requirements. To follow recruitment/semester timeline as follows: Fall (Sept 1-Dec 15); Spring (Feb 1-May 15); Summer (June 1-Aug 15)

Application Deadline: Ongoing until opportunity is filled.

Position Summary: Our ATI Freedom program is designed to assist individuals with breaking the cycle of criminal justice system involvement by addressing physical, emotional, psychological, and psychosocial needs. The role of the MHC Intern is to assist the department in a myriad of ways, including assessing clients' needs, creating treatment plans, conducting individual counseling, group facilitation, monitoring client's progress and improving their overall wellbeing.

Impact of Internship: This internship fosters the ability to balance micro, mezzo, and macro clinical responsibilities, integrating theoretical knowledge with practical application within the non-profit sector. It can inspire a deeper understanding of the systemic challenges faced by justice-impacted individuals and it can expand the capacity to address these challenges through direct services, group facilitation, and program advocacy.

Tasks / Primary Responsibilities

I. Overview of Internship Responsibilities

Gain comprehensive knowledge of Fortune Society's wraparound services including:

- ICAN, NEST Recovery, Women's Rising, Employment, Housing, Education, Behavioral Health, ATI, Family Services, CMU, DOVE, BAP, Digital Equity, Creative Arts, and Vocational Training
- Understand referral processes, HIPPA, staff roles, and where to escort clients for services

II. Key Duties and Processes

Intakes:

- Conduct intake for new clients enrolling into the program
- Learn and utilize the CaseWorthy database for client documentation and management.
- Learn how to gather basic client information
- Communicate program expectations

Case Management:

- Perform general case management duties, including weekly individual sessions with clients, referrals to community-based services, developing client schedules, and treatment plans.
- Assist clients in identifying and prioritizing needs.
- Provide referrals to ensure all participants' concrete needs are addressed.
- Ensure accurate and timely data entry of all client information into the agency's database.
- Provide accurate and timely information in court reports.
- Monitor participants' attendance and compliance with mandate requirements.
- Conduct and track client's toxicology

Group Facilitation:

- Observe and eventually lead evidence-based groups
- Learn through supervision and collaboration about group dynamics
- Focus on trauma-informed care, client centered therapy and motivational interviewing skills

III. Supervision and Collaboration

Individual and Group Supervision:

- Meet regularly with the Supervisors and Directors to discuss administrative duties, client processes, group facilitation, support with resources, and program requirements
- Engage with the Supervising LMHC-D to process participant interactions, refine facilitation techniques, and enhance professional growth

Educational Goals and Reflection:

- Collaborate on setting educational objectives and aligning internship tasks with academic learning with LMHC-D Supervisor

- Discuss process recordings to reflect on interactions and improve practice with LMHC-D Supervisor

IV. Skill Development Goals

Technical Skills:

- Master CaseWorthy software for client management and referrals.
- Gain a thorough understanding of Fortune Society's service offerings and referral pathways.
- Learn how to effectively develop and facilitate evidence-based group discussions
- Develop and apply effective counseling techniques
- Learn deescalation techniques, suicide and risk assessments

Interpersonal Skills:

- Enhance trauma-informed care and motivational interviewing skills.
- Develop strategies to balance empathy and professional boundaries.
- Practice being relatable while maintaining professionalism during client interactions.

V. Key Contacts and Resources

- Maintain a list of department leads and referral contacts within Fortune Society
- Familiarize oneself with the key locations for client services and resources within the organization.
- Collaborate with external agencies to provide additional clinical care to clients

VI. Challenges and Considerations

- Balancing administrative duties with group facilitation responsibilities
- Balance data input during intakes while maintaining a humanistic and caring approach
- Build rapport with clients while navigating power dynamics & maintaining boundaries
- Adapting to the various needs of clients transitioning from different circumstances

VII. Mental Health Counselor Competencies Applied

- Uphold the American Mental Health Counselors Standards and Ethics by maintaining client confidentiality, addressing power dynamics, and advocating for client self-determination.
- Demonstrate cultural humility and responsiveness, recognizing the intersectionality of race, gender, age, etc. and systemic barriers in clients' experiences.
- Apply critical thinking to analyze & navigate policies that impact participant access to resources.
- Utilize evidence-based practice & advocate for systemic improvements in reentry services.

VIII. Recommendations for Success

- Use supervision opportunities to discuss challenges and reflect on progress
- Continuously familiarize yourself with Fortune Society's services and client pathways
- Seek feedback from supervisors and peers to enhance clinical and ethical skills

- Stay organized with client records and ensure accurate documentation

Learning Objectives

- **Learn Program Management Skills in the Nonprofit Sector:** Gain experience in coordinating and implementing programs that align with organizational goals, addressing the needs of justice-impacted individuals. Develop the ability to manage resources effectively and evaluate outcomes.
- **Develop Communication Skills:** Build professional relationships with participants and colleagues through effective verbal & written communication. Use counseling techniques, active/reflective listening, de-escalation, and foster collaboration.
- **Engage Participants with Empathy and Cultural Humility:** Learn how to engage participants from various backgrounds with empathy, cultural humility, and compassionate care. Utilize active listening, motivational interviewing and various modalities such as CRT, systems theory, strength's perspective, and a trauma informed lens to address participant needs holistically.
- **Enhance Team Collaboration:** Develop the ability to work as part of an interdisciplinary team by participating in peer supervision, engaging in collaborative problem-solving, and contributing to collective goals. Develop leadership skills by supporting initiatives and promoting shared accountability.
- **Increase Knowledge of Justice-Impacted Populations:** Deepen understanding of the systemic barriers faced by formerly incarcerated individuals, including housing instability, employment challenges, and access to mental health resources. Apply this knowledge to advocacy and resource coordination to better support participants.
- **Acquire Database Management Skills:** Gain proficiency in database systems such as CaseWorthy, maintain accurate records, understand HIPAA and consent forms, and develop attention to detail to ensure effective service and referrals.
- **Develop Workshop Facilitation Skills:** Facilitate workshops tailored to participant needs on topics such as time management, financial literacy, test anxiety, and emotional resilience. Build confidence in public speaking and program delivery while evaluating participant outcomes for continuous improvement.
- **Foster Professional and Ethical Social Work Practice:** Apply the AMHCA Code of Ethics to guide interactions with participants, uphold confidentiality, and advocate for client self-determination. Reflect on personal biases and systemic inequities to promote anti-oppressive and equitable practices.

Preferred Qualifications:

- **Sensitivity and Empathy for Justice-Impacted Populations:** Demonstrate a sincere interest in working with individuals impacted by the justice system, approaching each client with compassion, cultural humility, and an understanding of the systemic barriers they face. Candidates must be committed to providing support without bias or judgment, ensuring an inclusive and empowering environment.



The Fortune Society
BUILDING PEOPLE, NOT PRISONS

- **Strong Verbal and Interpersonal Communication Skills:** Possess the ability to communicate effectively across diverse populations, adapt communication styles, and build rapport with clients and colleagues.
- **Cultural Competency:** Understand intersectionality and cultural dynamics is to support Fortune Society's diverse participant base.
- **Professionalism and Adaptability:** Manage multiple priorities and exhibit professionalism in interactions with clients and staff.
- **Resourcefulness and Problem-Solving Skills:** Demonstrate creativity and initiative in addressing client needs per the specific situation.
- **Spanish Fluency (Bonus):** Bilingual candidates with fluency in Spanish is a plus.

Additional Requirements

- Must be 18+ of age

To Apply

- Submit an online application at <https://fortunesociety.org/volunteer-or-intern-with-us/>.
- Applications selected for a phone/zoom interview will be contacted via email to schedule. If selected to interview, candidates will need to submit their resume.

We seek talented, dedicated individuals from all walks of life who possess a strong commitment to this mission. Relevant personal experience is a plus.