

ABSTRACT

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OVERVIEW OF THE WORK FLOW OF THE ASSISTANT COUNSELOR IN THE PREVENTION AND REFERRAL DIVISION AT PUSPAGA WENING ASIH, BOGOR CITY

Counseling is a process of helping clients by involving verbal, non-verbal skills, as well as expertise in building communication relationships to facilitate client self-change so that clients feel better in finding ways of thinking and changing behavior patterns. The implementation of professional work carried out by practitioners takes place at Puspaga Wening Asih, Bogor City. Professional work provides an overview of the world of work, as well as providing opportunities for students to be able to apply the theory they have acquired during lectures because teaching and learning activities in lectures are not necessarily sufficient provisions for students to enter the world of work. Practitioners carry out professional work as Counselor Assistants who are tasked with assisting counselors in handling clients. Practitioners have the main task of carrying out complaints investigations at clients' homes, helping counselors carry out counseling, conducting interviews and observations on people closest to clients, as well as conducting psychoeducation to the community as a whole. offline. The additional work carried out by interns is conducting online psychoeducation by creating educational content about psychology on social media.

Keywords: *Internship, Puspaga Wening Asih in Bogor City, Assistant Counselors*