



Social Service/ Human Service Intern/ Occupational Therapy Intern

General Statement of Responsibilities:

Under the general supervision of the field instructor or task supervisor follows outlined tasks and responsibilities agreed upon within the Educational Plan for the assigned school year. These tasks can be comprised of case management, clinical or other various organizational duties.

Reporting Relationship

Reports Directly to: Assigned Field Instructor and/or Task Supervisor

Supervises: N/A

Qualifications:

1. Currently enrolled in a bachelor or master level human service or social work program within an accredited college or university.
2. Strong written, verbal, organizational, and time management skills.
3. Excellent organizational and communication skills
4. General clerical experience preferably in human service or social service setting
5. Ability to work effectively with emotionally challenged children.
6. Willingness and ability to learn and implement trauma informed services
7. Serve as a positive role model by modeling desirable behaviors, e.g. patience, tolerance, and reflective listening.
8. Valid Driver's license and automobile insurance
9. Transportation: Reliable and ongoing to fulfill the requirements of the position

Duties and Responsibilities:

1. Provides transportation for children, including relocation/placement in foster homes, physician visits, and supervised parental visits.
2. Supervises parental and/or family visitations as directed by the field instructor or task supervisor; monitors visitation time and makes decisions to terminate visit if necessary; makes immediate oral reports of visitation and follows up with written reports.
3. Provides routine clerical support to professional staff including filing, completion of reports, and documentation of site visits; files legal documents; assists in data entry on departmental automation systems
4. Establish rapport and provide safe and calm environment for children

5. Make clear and concise written and oral reports maintain composure under stressful situations;
6. Develop cooperative working relationships with staff, supervisors, and clients; learn department regulations
7. Attends clinical team meetings, therapeutic group sessions and family team meetings
8. Works in groups or individually with clients in a therapeutic setting providing supervised counseling or therapy
9. Completes documentation of any clinical interactions which can include therapeutic notes, case management notes or incident reporting
10. Attends agency meetings and/or other activities planned for staff
11. Other duties as assigned by the field instructor and/or task supervisor

Does your internship require a minimum of 180 hours? If so, proceed with steps below to apply for an internship with our agency.

Send Resume and Cover Letter:

To: humanresources@childandfamily.org

Email Subject Line: Year, followed by desired semester for internship (ex. "2023 Summer Internship", "2023 Fall Internship")

Please be sure to include the following in email:

- Name of school
- Major
- Degree level
- Hours needed for internship
- Approximate start and end of internship (month and year)

Child and Family Charities is an Equal Opportunity Employer We value diversity, cultural competence and team work