

INTERN POSITION DESCRIPTION

PROGRAM: Metro West Community Based Services

POSITION REPORTS TO: Program Director

DESCRIPTION DONE BY: Program Director

POSITION TITLE: Metro West Community Based Services Intern

QUALIFICATIONS (Education and Experience)

- Be enrolled as a second year student in a Masters Program, either in Social Work, Psychology, Counseling Psychology or Mental Health Counseling.

OR

- Computer skills, including proficiency in Word and Excel.
- Excellent communication skills.
- Ability to promote a caring and respectful attitude toward service recipients, staff and other volunteers and interns, respecting privacy and confidentiality.
- Be consistent in attendance.
- Attend required training.
- Attend weekly staff meetings.
- Attend clinical supervision with on-site advisor.
- Maintain and follow agency policies.
- Reliable transportation.
- Valid Driver's License.
- Proof of Current Auto Insurance.

Justice Resource Institute seeks to find the best intern for an available position.

The agency does not discriminate with regard to gender, marital status, pregnancy, sex, color, race, age, national origin, ancestry, religion, or creed, physical or mental disability, sexual orientation, gender identity/expression, genetics, military or Veteran's status, political beliefs or other protected status.

JRI has Community Based Services that provide clinical, case management and mentoring services to service recipients in their homes and in the community. Hours are flexible; supervision can be provided Monday through Friday, between the hours of 8:30 am - 6:00 pm. Candidates pursuing degrees in Social Work, Psychology or Counseling are encouraged to apply.

PRINCIPLE ACCOUNTABILITIES

General Duties and Responsibilities:

- Dress appropriately and be punctual.
- Notify your supervisor if you are unable to keep your schedule.

- Keep a record of your service hours on the posted form at your program.
- Be a role model for service recipients.
- Sensitivity to service recipients' ethnic, cultural and economic backgrounds, as well as physical or mental challenges.
- Follow the agency's Confidentiality Policy
- Attend internal and external trainings as required.

Specific Responsibilities:

- Conduct clinical assessments
- Conduct individual, group and family therapy
- Develop treatment plans
- Participate in discharge planning

OTHER RELATED RESPONSIBILITIES

All interns complete an intake and orientation that includes the opportunity to interview other interns, Criminal Offender Record Information (CORI) clearance, reference check, Occupational Safety and Health Administration (OSHA) training, Mantoux (tuberculosis) screening (at some programs), information on JRI's mission, as well as the program's place in that mission, including its philosophy, goals and general policies. We will arrange for all of these requirements.

Interns are invited and encouraged to attend additional training, including First Aid, CPR, CPI - Day 1 (De-escalation), Compliance and Performance Quality Improvement.

WORKING CONDITIONS

A dedicated working space for interns is provided at the internship site (360 Massachusetts Ave, Acton, MA 01720).

OTHER:

JRI's Metrowest Community Based Services work with children under the age of 21 in the metro west region through the Children's Behavioral Health Initiative (CBHI) for MassHealth youth. An array of services are provided to children enrolled in MassHealth Standard or CommonHealth who meet the medical necessity criteria for each service.

The Children's Behavioral Health Initiative (CBHI) is an interagency initiative created by the Commonwealth of Massachusetts to strengthen, expand and integrate state services into a comprehensive, community-based system of care. CBHI ensures that families and their children with significant behavioral, emotional and mental health needs, obtain the services necessary for success in the home, school and community. Services are also provided to youth and families who are involved with child-serving state agencies such as the Department of Children and Families, Department of Mental Health, Department of Developmental Disabilities and the Department of Youth Services.

AGENCY SUMMARY:

Justice Resource Institute is a non-profit 501(c)(3) agency which is dedicated to addressing the most confounding challenges of both the human services and educational systems and the persons and families these systems were created to serve. JRI pursues the social justice inherent in opening doors to opportunity and independence. Although our range of services is as varied as those we serve, our approach is uniformly characterized by compassionate support, innovation, and community leadership. We work in partnership with individuals, families, communities and government to address their shared challenges in a comprehensive, coordinated, systematic, and effective manner. JRI seeks new knowledge and improved evidence-based practice, in research and in the field, in order to inform our continuous search for excellence in service.

We have over 2000 employees and 250 volunteers, including interns. The agency provides a variety of volunteer opportunities, based on your interests and skills.

For more information, please visit our website at www.jri.org.

Contact:

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