



INTERN POSITION DESCRIPTION

PROGRAM: Total Achievement Program (TAP)

POSITION REPORTS TO: Program Director

DESCRIPTION DONE BY: Jen Schwarz, Program Director, TAP Attleboro

POSITION TITLE: Total Achievement Program Intern

QUALIFICATIONS (Education and Experience)

- Working toward Bachelor's Degree in related field.
- Experience working in human service field and/or with youth ages 6-12 preferred.
- Excellent verbal and writing skills preferred.
- Microsoft Word, Excel knowledge required.
- Ability to promote a caring and respectful attitude toward service recipients, staff and other volunteers and interns, respecting privacy and confidentiality.

JRI 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.

Candidates pursuing degrees in psychology or social work are encouraged to apply.

PRINCIPLE ACCOUNTABILITIES

General Duties and Responsibilities:

- Sensitivity to service recipients' ethnic, cultural and socioeconomic backgrounds, as well as physical or mental challenges.
- Conduct self in professional manner.
- Demonstrate appropriate boundaries with persons served and adhere to agency's Confidentiality Policy.
- Adhere to school's requirements and maintain accurate records of hours served, supervision received, and duties completed.
- Assist staff in day-to-day operations of program
- Attend weekly team meetings and supervision with coordinator or program director.
- Observe and conduct daily therapeutic groups with persons served.
- Complete program documentation in a timely manner.
- Attend required trainings as advised by the agency and the Program Director.
- Establish a consistent schedule and inform coordinator and/or Program Director when unable to attend.

- Maintain a positive working relationship with team.

Specific Responsibilities:

- Work alongside a team of counselors in the milieu utilizing a behavior modification system.
- Attend weekly team meetings to discuss presenting issues of the service recipients and be part of treatment planning.
- Attend school and collateral meetings of service recipient.
- Observe and conduct psycho-educational groups on such topics as anger management, self-esteem, health and hygiene, making and keeping friends, empathy, helping others, boundaries and safety, to name a few.
- Learn program evaluation methods, data collection, and maintenance of service recipient records.
- Weekly supervision with Master's-level staff.
- Be a mentor (if applicable).

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

- Close working environment
- Works at desk, answering phones
- Enters/extracts data from computer
- Milieu and group therapy setting

OTHER: (Description and Contacts):

The **Total Achievement Program (TAP)** is a therapeutic after-school program for children ages 6-12 who have emotional, behavioral, and social challenges. The program is designed to assist youth in learning age-appropriate coping strategies to handle and express their feelings safely. Youth learn these skills through participating in daily group therapy sessions and structured activities. The program receives referrals from the Department of Mental Health and the Department of Children and Families. Services include group therapy, family therapy, individual social skills training,

collateral communication, and case management.

TAP is held daily from 2:30 – 5:30PM during the school year. During school vacation weeks and part of the summer, the program is run from 9AM – 12PM. The three program sites (Norton, Plymouth, and Sandwich) each participate in a summer camp component.

Potential interns may contact one of the following TAP sites:

33 Pine Street, Norton, MA 02766
Phone: (508) 285-4364 Fax: 508-285-4387
Jen Schwarz, Director - jschwarz@jri.org

118 Long Pond Road; Plymouth, MA 02360
Phone: (508) 747-0402 Fax: 508-747-1511
Marissa Zucarelli, Director - mzucarelli@jri.org

117 Stowe Road; Sandwich, MA 02563
Phone: (508) 420-7401 Fax: 508-420-7405
Julia Houlihan, Director – jhoulihan@jri.org

AGENCY SUMMARY:

Justice Resource Institute is a non-profit 501(c)(3) human services agency. JRI 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.