



Justice Resource Institute

## INTERN POSITION DESCRIPTION

**PROGRAM: Littleton Academy**

**POSITION REPORTS TO: Director of Client Services**

**DESCRIPTION DONE BY: Director of Client Services**

**POSITION TITLE:** Littleton Academy Residential Intern

### **QUALIFICATIONS (Education and Experience)**

- Interest in, and sensitivity towards, adolescent males in group care.
- Excellent communication skills.
- Ability to promote a caring and respectful attitude toward service recipients, staff and other volunteers and interns, respecting privacy and confidentiality.
- Good time management and documentation skills.

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, Sociology or wanting to gain a better knowledge of the Human Service field are encouraged to apply.

### **PRINCIPLE ACCOUNTABILITIES**

#### **General Duties and Responsibilities:**

- Dress appropriately and be punctual.
- Function as part of a team.
- Act as a role model for service recipients.
- Report any changes in service recipients' physical or emotional health (including unusual incidents).
- 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.
- 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.
- Be a mentor (if applicable).

**Specific Responsibilities:**

- Observe behavior management and therapeutic treatment modalities of program.
- Assist with daily routine.
- Assist with client activities.
- Assist in researching community resources for youth and their families.
- Recognize opportunities to develop and present psycho-educational life skills and independent skills building groups to service recipients. Topics may include cooking, hygiene, life skills, cleaning, social skills, problem solving, respect, relationships, stereotypes, activism, fitness, conflict resolution, health, yoga, etc.
- Conduct peer mediations.
- Learn conflict management and de-escalation techniques working in the milieu.
- Support service recipients with their homework and acquiring independent skills.

**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, BCC, Compliance and Performance Quality Improvement.

**WORKING CONDITIONS**

Works directly with clients at Littleton Academy, located at 22 King Street, Littleton, MA 01460

**OTHER: Littleton Academy**, a program of JRI, is a therapeutic residential school that serves latency age girls and boys who are coping with complex trauma, emotional dysregulation and learning difficulties. Through social, emotional and educational growth, the students at Littleton Academy develop the skills needed to attain their goals. The program's primary treatment is based on the ARC (Attachment, Regulation, and Competency) model, which focuses on helping to develop internal core strengths, and building strong, positive attachment, self-regulation and competency skills. At Littleton Academy, the students attend school on-site, year round, and have a full day of academic instruction. Our education program features small class sizes that combine cooperative, hands-on learning with individualized instruction. Our teachers provide clinically informed classroom support that takes each student's emotional needs and learning style into account. In addition to the traditional curriculum, Littleton Academy offers enrichment time through expressive arts, health and fitness, music, nature education and other programs.

**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.

**Contact(s):**

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Littleton Academy

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