

INTERN POSITION DESCRIPTION

PROGRAM: Northeast Behavioral Health

POSITION REPORTS TO: Clinical Director

DESCRIPTION DONE BY: Clinical Director

POSITION TITLE: Bachelor Level Intern

QUALIFICATIONS (Education and Experience)

- Interest in non profit community agency providing therapeutic services
- 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 Bachelor level degrees in Psychology, Sociology, Social Work, Mental Health, Public Health

PRINCIPLE ACCOUNTABILITIES

Some of the learning and growth opportunities within JRI that an intern in the NEBH Program would experience are:

- Learn about functioning and policies of community agency
- Complete/evaluate data collection on clients and services
- Shadow various roles within agency including Program Coordinator, Clinical Supervisor, Clinical Director, Program Director
- Participate in agency audit preparation
- Observe collateral provider meetings within the community
- Appropriately handle confidential client information
- Participate in supervision, if needed
- Participate in team meetings and interdisciplinary reviews
- Attend trainings on agency policies, clinical documentation, and clinical interventions
- Learn about program's billing process

General Duties and Responsibilities:

- Dress appropriately and be punctual.
- Function as part of a team.
- Act as a role model for other interns.
- Notify your supervisor if you are unable to keep your schedule.
- Keep a record of your service hours on the form provided by 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.

Specific Responsibilities:

- Observe various positions within the agency
- Assist in audit preparation tasks
- Assist in completion of clinical documentation where appropriate
- Complete data collection
- Attend collateral provider meetings
- Attend agency team meetings and interdisciplinary reviews
- Attend required agency trainings

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.

WORKING CONDITIONS

Works directly with clinical and administrative staff at JRI NEBH Program.

OTHER:

Connecticut Community-based Services specializes in trauma-informed treatment utilizing the Attachment, Self-Regulation and Competency (ARC) framework, which helps youth with traumatic histories develop self-regulation skills, increase interpersonal skills, and gain competency and independence. Our in-home services are provided by a skilled team of trauma-informed clinicians who support children and adolescents by developing detailed behavioral plans that are aimed at helping them overcome challenging behaviors so that they can function successfully both in the home and in the community.

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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Intern print name _____ Signature _____ Date _____

Clinical director signature _____ Date _____

Program director signature _____ Date _____