



Justice Resource Institute

## INTERN POSITION DESCRIPTION

**PROGRAM: Littleton Academy**

**POSITION REPORTS TO: Clinical Director**

**DESCRIPTION DONE BY: Katherine Cunningham, Clinical Director**

**POSITION TITLE:** Littleton Academy Clinical Intern

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

- Interest in, and sensitivity towards, adolescents in community based group home setting
- Excellent communication skills.
- Participation in a degree program and coordination with your school's intern/field placement advisor.
- 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 graduate degrees in Psychology, or Social Work 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 recipient's 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.
- Have 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:**

- Provide 1:1 therapy to clients.
- Conduct time sensitive assessments with clients.
- Observe and engage in behavior management and therapeutic treatment modalities of program (ARC).
- Assist with daily routine and program rituals.
- Assist clinical staff with case management duties and administrative tasks including, but not limited to, collateral contacts, arranging aftercare services, filing, assisting with the implementation of assessment tools, case coordination with funders / managed care companies and coordination of clinical and program paperwork.
- Facilitate or co-facilitate weekly psycho-educational group for clients; and assist with client activities.
- Attendance of multidisciplinary team meetings and family/ systems meetings (as applicable).
- Build rapport with program youth through 1:1 interaction and participation in their milieu services under the guidance of the shift supervisor.
- Learn conflict management and de-escalation techniques working in the milieu.
- Be a role model
- 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**

Work directly with the clinical team at Littleton Academy, 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 programs 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, Little 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:**

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