



INTERN POSITION DESCRIPTION

PROGRAM: Community Service Agency

POSITION REPORTS TO: Tania Vitorino, Program Director

DESCRIPTION DONE BY: Tania Vitorino

POSITION TITLE: JRI - Community Service Agency 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.
- 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.

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 Justice Resource Institute'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 (60 Perseverance Way, 2nd Floor, Hyannis, MA 02601).

OTHER:

Wraparound is not a service but a process used to create, put in place, and monitor an individual plan that is created specifically to address the needs of a youth and builds on the strengths of the youth, family, team, and community.

Wraparound puts the family at the center of the planning process and builds a team around the family's vision for their child's future.

Intensive Care Coordination is a service that uses the Wraparound care planning process to coordinate multiple services and supports for youth with Serious Emotional Disturbance (SED). Involvement and participation in ICC is voluntary.

A Care Coordinator is assigned to work with each youth and family enrolled in ICC. The care coordinator is responsible for working with the youth and family to:

- Complete a safety plan
- Conduct a comprehensive home-based assessment of the youth's and family's strengths and needs
- Assemble a care planning team of the family's preference made up of formal (e.g. teachers, state agency workers, etc.) and natural supports (e.g. friends, neighbors, etc.) to help support the youth and family
- Facilitate development of an individual care plan (ICP) that guides the family and team in pursuing goals identified by the care planning team
- Ensures services and supports identified on the ICP are in place and coordinated.

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(s):**Community Service Agency**

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