



## INTERN POSITION DESCRIPTION

**PROGRAM: Early Childhood Program**

**POSITION REPORTS TO: Program Director, Case Manager**

**DESCRIPTION DONE BY: Program Director**

**POSITION TITLE: Early Childhood Program Intern**

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

- Intern must possess a strong interest and commitment to early childhood wellbeing.
- Undergraduate coursework should include classes in the following discipline(s): psychology, education, art, sociology
- Excellent communication skills.
- Sensitivity to the challenges of the population served, and ability to relate to these service recipients.
- Ability to promote a caring and respectful attitude toward clients, 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, Social Work or a related field are encouraged to apply.

### **PRINCIPLE ACCOUNTABILITIES**

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

- Dress appropriately and be punctual
- Function independently as well as part of a team
- Act as a role model for clients
- 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 clients ethnic, cultural and economic backgrounds, as well as physical and/ or cognitive abilities
- Follow the agency's Confidentiality Policy
- Attend internal and external trainings as required

#### **Specific Responsibilities:**

- Attend and participate in weekly staff meetings where the team analyzes cases, talks about successes, as well as challenges.

- Observe, consult and assist teachers with a child in need.
- Create tools and materials to support social and emotional development in the classroom environment.

## **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 Early Childhood team at 70 Main Street; Taunton, MA 02780 as well as in the community.

**OTHER: Early Childhood Program-** The mission of our services is to strengthen the abilities of child care programs by increasing healthy social and emotional development. We utilize a team approach to serve the needs of our community's youngest and most vulnerable children living in Southeastern Massachusetts, Cape Cod, and the Islands. This project is partially funded by a state grant through the Department of Early Education and Care (DEEC).

## **AGENCY SUMMARY:**

Justice Resource Institute (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:**

Kelly Wicker, Program Director  
508-821-7777 x705  
[kwicker@jri.org](mailto:kwicker@jri.org)

Bridget Roberts, LMHC  
508-208-8482 (Cell Phone)  
508-822-2601 (Fax)  
[broberts@jri.org](mailto:broberts@jri.org)