

## INTERN POSITION DESCRIPTION

**PROGRAM: The GRIP Program**

**POSITION REPORTS TO: Clinical Director**

**DESCRIPTION DONE BY: Clinical Director**

**POSITION TITLE: GRIP Clinical Intern**

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

- Interest in, and sensitivity towards, adolescents 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 Master level degrees in Psychology, Sociology.

### **PRINCIPLE ACCOUNTABILITIES**

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

- Learn about adolescent development.
- Assist with collecting and presenting curriculum to adolescents.
- Assist with administrative tasks including filing paperwork into client records.
- Co-facilitate psycho educational and life skills groups, special events and recreation.
- Participate in weekly supervision.
- Attend trainings on topics such as substance abuse, domestic violence, mental health and medical issues.
- Assist with a comprehensive network of services, including community living, behavioral treatment, therapeutic recreation, and family, group and individual counseling.
- Assist clients achieving goals in community living, counseling, life skills, health education, vocation and hobbies.

**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.
- 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 behavior management and therapeutic treatment modalities of program.
- Assist in creating, implementing, and updating current treatment plans on gateway network.
- Assist with client activities and daily routine.
- 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.
- Become CANS certified; and use as tool to conduct assessments on child and family needs.

**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 required to attend additional training, including First Aid, CPR, CPI - Day 1 (De-escalation), Compliance and Performance Quality Improvement. It is recommended that interns also participate in CPI - Day 2.

## **WORKING CONDITIONS**

Works directly with milieu and administrative offices at GRIP.

**OTHER:** The GRIP Program is a pre-independent living program for adolescents. The program teaches youth the skills they will need to succeed on their own in the future. These skills include vocational, educational, relational and clinical skills. The program works to help youth integrate into the community in a supportive way, developing an individualized plan to assist youth in a way that makes sense.

Clinical and vocational staff work closely with each youth to assist with life skill development, job coaching, and community integration. Staff work closely with the youth and their team to help them transition successfully into the community for long term success.

### **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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