



## INTERN POSITION DESCRIPTION

**PROGRAM:** The Attleboro Center

**POSITION REPORTS TO:** Special Education Teacher, Program Director

**DESCRIPTION DONE BY:** Christin Cranshaw

**POSITION TITLE:** Community Care Services – Attleboro Center  
Special Education Intern

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

- Interest in, and sensitivity towards, adolescents in community based inpatient psychiatric setting.
- 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.

Community Care Services 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 education, Psychology or a related field 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.
- 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.
- Work with a diverse adolescent population with a range of psychiatric and behavioral needs.
- Assist with daily routine.
- Assist with development and implementation of lesson plans.
- Assist in record keeping, billing and contact school departments.
- Learn and utilize effective behavior management techniques in a classroom setting.
- Provide individual tutoring to residents requiring additional assistance.
- 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 Community Care Services' 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**

Works directly with milieu during daily tutoring at Attleboro Center, 200 Main Street; Attleboro, MA.

**OTHER:** The Attleboro Center is an acute residential treatment program providing inpatient psychiatric treatment to males and females ages 12-18. The program is designed as an alternative to psychiatric hospitalization, with the goal of assisting youth and their families achieve psychiatric stabilization and receive appropriate, supportive aftercare. Its mission is to serve adolescents who present with acute psychiatric issues and behaviors, and transition them back into the community as quickly as possible.

The Attleboro Center offers an abbreviated yet comprehensive on-site tutoring program for all its residents. The tutoring program is facilitated by a certified classroom teacher and is conducted Monday through Friday during the regular school year. We are seeking student interns who would be available to assist with the facilitation of daily tutoring as well as be available to provide individual tutoring/academic assistance to residents in the program.

There is no minimum/maximum number of hours needed to commit. The Attleboro Center is flexible in working with student interns to best meet the needs of the program and allow the students flexibility with their academic schedules.

## **AGENCY SUMMARY:**

Community Care Services is a non-profit 501(c)(3) human services agency. Our mission is to maximize the potential inherent in individuals, families and communities. The agency offers over 30 diverse programs throughout Southeastern Massachusetts, parts of Rhode Island and Connecticut, serving over 7,500 individuals each year.

The agency has student interns from many colleges and universities throughout Massachusetts and Rhode Island. We provide internships for students with a variety of majors, including psychology, social work, art, education, accounting, business and human resources.

We have over 400 employees and 250 volunteers, including interns. Staff having the privilege of supervising interns is challenged to learn and teach. Students introduce new skills and fresh ideas; and bring out the best in us.

Please visit our website at [www.communitycareservices.org](http://www.communitycareservices.org). On the "Home" page, type **intern** in the search bar. This will link you to the agency's Volunteer & Intern website for additional information and application paperwork.

**Contact:**

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The Attleboro Center

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