



INTERN POSITION DESCRIPTION

PROGRAM: Administration

POSITION REPORTS TO: Brian Foss

DESCRIPTION DONE BY: Brian Foss

POSITION TITLE: Community Care Services - Administration/Executive Assistant Intern

QUALIFICATIONS (Education and Experience)

- 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.

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 business, management, and administrative assistant technical skills are encouraged to apply.

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:

- Assist Senior Management staff in creating and maintaining tools in analyzing utilization data, using Excel, Access, Microsoft Project or other database software.
- Compile best practice information on a number of services, treatment modalities and standard operating procedures.
- Assist staff with compiling analysis on financial and utilization data for review with Senior Management. This will involve the creation of new spreadsheets or data entry into existing spreadsheets.
- Assist with creation and maintenance of documentation binders and files for Board committees, risk management, facilities, MIS, and contractual requirements.

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

A dedicated working space for interns is provided at Community Care Services' Administrative headquarters, 70 Main Street, Taunton, MA 02780.

OTHER:

This position is a wonderful opportunity to get a broad range of knowledge about programs in the social service, behavioral health, and child welfare industry, and to learn about financial analysis, real estate/facilities management, regulatory and best practice service and treatment models available.

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 8,000 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. 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:

Brian Foss, Chief Operating Officer

Community Care Services

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