



INTERN POSITION DESCRIPTION

PROGRAM: Community Care Services - Crossroads

POSITION REPORTS TO: Shift Supervisor

DESCRIPTION DONE BY: Program Director

POSITION TITLE: Community Care Services - Crossroads Intern

QUALIFICATIONS (Education and Experience)

- Interest in working with adolescent males 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.
- Computer skills, including proficiency in Word & Excel.

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 Psychology, Sociology or wanting to gain a better knowledge of the Human Service 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.

PRINCIPLE ACCOUNTABILITIES

General Duties and Responsibilities (ctd):

- Report any changes in service recipients' 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.
- Understand and utilize universal precautions.

Specific Responsibilities:

- Observe behavior management and therapeutic treatment modalities of program.
- Assist with daily routine.
- Assist with resident activities (in the milieu and in the community).
- 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.
- Learn conflict management and de-escalation techniques working in the milieu.
- Support service recipients with their homework and acquiring independent skills.
- 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, Compliance and Performance Quality Improvement.

WORKING CONDITIONS

Works directly with service recipients and staff in the milieu and in the community.

Interns are not included in the staffing ratio and are prohibited from spending time alone with Crossroads residents.

OTHER: Crossroads, a program of Community Care Services, is a behavioral treatment residential facility for adolescent males ages 13-18. The residents are referred by the Department of Children and Family; and generally exhibit behaviors such as acting out physically, sexually, and verbally. Other issues may include: substance abuse, educational difficulty and involvement with the legal system. The program's goal is to assist the adolescent in his efforts to live more responsibly, as well as to give him the necessary skills to reintegrate into the community, whether it is to a more independent living situation, foster care or returning to their family. Services include case management, behavioral treatment, psychotherapy, psychopharmacology and aftercare.

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. 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(s):

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