



INTERN POSITION DESCRIPTION

PROGRAM: Foster Care & Adoption

POSITION REPORTS TO: Program Director

DESCRIPTION DONE BY: Program Director

POSITION TITLE: Community Care Services - Intensive Foster Care & Adoption Intern

QUALIFICATIONS (Education and Experience)

- Computer skills, including proficiency in Word and Excel.
- Excellent written and verbal communication skills.
- Ability to promote a caring and respectful attitude toward service recipients, staff and other volunteers and interns, respecting privacy and confidentiality.
- Enrolled in a credited undergraduate or graduate program in Social Work or related field.

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.

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:

- Provide case management services to 1-2 service recipients
- Complete narratives, progress reports and service plans for covering cases
- Work as part of a team to plan, implement, and co-facilitate psycho educational groups
- Shadowing home visits with assigned case manager
- Attend, and participate in, weekly staff meetings
- Plan, implement, and co-facilitate therapeutic groups (Master's level only)
- Conduct home studies for prospective foster parents
- Conduct home studies for adoptive parents (Master's level only)

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

Work within multiple office sites

Entails some travel

OTHER: For over twenty years the **Intensive Foster Care & Adoption Program** of Community Care Services has provided emergency and long-term foster care placement for children throughout Southeastern Massachusetts and Rhode Island. The program provides a comprehensive network of support for all foster children and foster

parents. Clinical and case management services are delivered by an integrated multidisciplinary team of professionals, which include Master's level social workers, Bachelor's level case managers and experienced management staff. We have approximately 75 foster homes with the capacity for over 100 youth. Geographically, homes are located from Cape Cod to Boston, covering approximately 30 communities. In addition to our Taunton site, we also have offices in Wareham and New Bedford, Massachusetts, Connecticut and Cranston, Rhode Island.

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:

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