



## INTERN POSITION DESCRIPTION

**PROGRAM: Hillside Adult Day Health Center**

**POSITION REPORTS TO: Helen Stradone**

**DESCRIPTION DONE BY: Helen Stradone**

**POSITION TITLE:** Community Care Services - Hillside Adult Day Health Center Intern

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

- Computer skills, including Word and Excel, preferred.
- Excellent verbal and written communication skills preferred.
- 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 social work, psychology, nursing, and human services 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 socioeconomic backgrounds, as well as physical or mental challenges.
- Follow the agency's Confidentiality Policy
- Attend internal and external trainings as required.

**Specific Responsibilities:**

Hillside Adult Day Health Center offers a variety of learning and growth opportunities for interns:

- Work with staff in providing counseling, case management, advocacy and other supportive services to participants.
- Observe and assist with intake assessments and discharges when needed.
- Attend and participate in staff meetings.
- Learn about Alzheimer's and other dementias.
- Shadow Social Worker during community visits of prospective participants, and to discharge planning meetings at rehab facilities for current clients returning to adult day health.
- Community outreach activities, including bringing marketing materials to various potential referral sources.
- Assist with administrative tasks such as arranging transportation, faxing doctors and collecting data for quality assurance.
- Attending community meetings at area agencies that also provide assistance to seniors and disabled adults.
- Perform basic filing and organizing duties.

**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**

If you wish to work in a caring, medical/social setting with frail elders and disabled adults, and would like to better understand the effects of aging on a diverse population, Hillside Adult Day Health Center provides a wonderful learning opportunity. Each participant is provided with an array of services such as the opportunity for socialization, peer interaction, health assessment and education, medication management and encouragement to reach and maintain maximum independence. Hillside also provides a memory disorder unit that is a calm, safe environment and provides specialized care for those with memory impairments. Along with these services for our participants, their families receive support, respite and education.

Interns will receive support from a skilled, knowledgeable staff.

Hillside Adult Day Health Center, a program of Community Care Services, is open weekdays, Monday through Friday.

## **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:**

Helen Stradone, Director

Hillside Adult Day Health Center

50 Walton Street; Attleboro, MA 02703

P – 508-226-6150

[hstradone@communitycareservices.org](mailto:hstradone@communitycareservices.org)