



## INTERN POSITION DESCRIPTION

**PROGRAM: FOCUS, Family Resource Center**

**POSITION REPORTS TO: Supervisors, Assistant Program Director, House Manager**

**DESCRIPTION DONE BY: FOCUS / Family Resource Center House Manager**

**POSITION TITLE:** Community Care Services - FOCUS Shelter & Stabilization Intern

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

#### **Qualifications:**

- Interest in, and sensitivity towards, homeless families in shelter.
- 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 psychology, social work or related field 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:**

- Work with staff in providing case management, advocacy, skills training, and other supportive services to service recipients.
- Assist in providing individual and/or group skills training.
- Observe and assist with intake assessments and discharges as needed.
- Attend and participate in staff meetings.
- Working in a team environment. This includes providing information or input about families to staff.
- Report to supervisor when service recipients are not complying with program guidelines.
- Provide documentation in client charts.
- Respond to crisis and emergency situations in accordance with the Policy and Procedure Manual.
- Perform basic filing and organizing duties.
- Interns may be assigned special responsibilities and/or duties in accordance with their qualifications and abilities at the discretion of the Program Director.
- 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.
- 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, 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**

Interns may work at FOCUS/Family Resource Center in Attleboro.

## **OTHER:**

If you have a desire to work with homeless families and would like to gain a better understanding of the effects of homelessness on children/parents, the **FOCUS / Family Resource Center**, a program of Community Care Services, provides a wonderful learning opportunity. The Family Resource Center provides temporary housing and placement services for up to seven homeless families at any given time. While at the shelter, each family receives a comprehensive assessment of housing and financial needs. Our professional staff works with each family individually to assist them with case management, finding daycare, enrolling children in school, and to ensure that all medical and mental health needs are met. Along with these services, our guests are required to attend enrichment classes that center on acquiring information on nutrition, personal growth, parenting, and a variety of other resources. FOCUS Shelter & Stabilization program offers a variety of learning and growth opportunities for interns,

This is an excellent opportunity for students looking to get a sense of what it is like to work in a social service setting while getting lots of support from a great staff team! We encourage interns to bring their ideas and talents to share with the families in the FOCUS program.

## **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](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(s):**

FOCUS / FRC

Community Care Services, Inc.

11 Peck Street; Attleboro, MA 02703

(508) 226-5722

**\*Interns who wish to concentrate strictly on case management, please contact the Program Director, Bonnie Paiva.**

Bonnie Paiva, Program Director

FOCUS Shelter & Stabilization

275 North Street

New Bedford, MA 02740

(508) 990-0972, Ext.13

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