



INTERN POSITION DESCRIPTION

PROGRAM: The STARR Program

POSITION REPORTS TO: Case Manager; Clinical Director

DESCRIPTION DONE BY: Program Director

POSITION TITLE: Community Care Services - STARR Residential Intern

QUALIFICATIONS (Education and Experience)

- Interest in, and sensitivity towards, adolescents 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.

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

Some of the learning and growth opportunities within Community Care Services that an intern in the STARR Program would experience are:

- Learn about adolescent development.

- Assist with collecting and presenting curriculum to adolescents.
- Assist with administrative tasks including filing paperwork into client records.
- Co-facilitate psycho educational and life skills groups, special events and recreations
- Participate in weekly supervision.
- Attend trainings on topics such as substance abuse, domestic violence, mental health and medical issues.
- Assist with a comprehensive network of services, including community living, behavioral treatment, therapeutic recreation, and family, group and individual counseling.
- Assist clients achieving goals in community living, counseling, life skills, health education, vocation and hobbies.

General Duties and Responsibilities:

- Dress appropriately and be punctual.
- Function as part of a team
- Act as a role model for service recipients.
- Report any changes in service recipient's 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.
- Have 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:

- Observe behavior management and therapeutic treatment modalities of program.
- Assist with case management documentation.
- Assist with client activities and daily routine.
- 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.
- Conduct peer mediations.
- Learn conflict management and de-escalation techniques working in the milieu.
- Support service recipients with their homework and acquiring independent skills.

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

Interns are required to attend additional training, including First Aid, CPR, CPI - Day 1 (De-escalation), Compliance and Performance Quality Improvement. It is recommended that interns also participate in CPI - Day 2.

We will arrange for all of these requirements.

WORKING CONDITIONS

Works directly with milieu and administrative offices.

OTHER: STARR is a program of Community Care Services. Stabilization, assessment and rapid reunification (STARR) are the primary components of this 24-hour, 7-days-a-week residential setting for adolescent male and female youth referred by the Department of Children and Families. A range of clinical, educational, diagnostic and daily living services will be provided for each youth in the program. Residents can remain in placement up to 45 days with the goal of returning to the community with therapeutic supports in place.

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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STARR Program

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