



INTERN POSITION DESCRIPTION

PROGRAM: Total Achievement Program (TAP)

POSITION REPORTS TO: Program Director

DESCRIPTION DONE BY: TAP Program Directors

POSITION TITLE: Community Care Services - Total Achievement Program
Administrative Assistant Intern

QUALIFICATIONS (Education and Experience)

- Excellent verbal and writing skills required.
- Proficiency in Microsoft Word and Excel required.
- 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.

PRINCIPLE ACCOUNTABILITIES

General Duties and Responsibilities:

- Sensitivity to service recipients' ethnic, cultural and socioeconomic backgrounds, as well as physical or mental challenges.
- Conduct self in professional manner.
- Demonstrate appropriate boundaries with persons served and adhere to agency's Confidentiality Policy.

- Adhere to school's requirements and maintain accurate records of hours served, supervision received, and duties completed.
- Assist staff in day-to-day operations of program
- Attend weekly team meetings and supervision with coordinator or program director.
- Attend required trainings as advised by the agency and the Program Director.
- Establish a consistent schedule and inform coordinator and/or Program Director when unable to attend.
- Maintain a positive working relationship with team.

Specific Responsibilities:

Some of the educational opportunities and responsibilities that an intern in our TAP Administrative Assistant position would experience are:

- Help to develop marketing materials
- Prepare quarterly reports
- Search for grant opportunities
- Help to prepare grant applications
- Organize data collection efforts
- Develop mechanisms for analyzing and reporting data
- Develop program specific mailing lists
- Support staff by facilitating routine office functions such as organizing and maintain files, processing mail, timesheets and routine correspondence.

This position is a wonderful opportunity to get a broad range of knowledge about programs in the social service, behavioral health, and child welfare industry, and to learn about regulatory and best practice service and treatment models available. Experience in computer skills is required, including proficiency in Word and Excel. Candidates pursuing degrees in business, management, human resources and administrative assistant technical skills are encouraged to apply.

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

- Close working environment
- Works at desk, answering phones
- Enters/extracts data from computer
- Milieu and group therapy setting

OTHER: The Total Achievement Program (TAP), a program of Community Care services, is a therapeutic after-school program for children ages 6-12 who have emotional, behavioral, and social challenges. The program is designed to assist youth in learning age-appropriate coping strategies to handle and express their feelings safely. Youth learn these skills through participating in daily group therapy sessions and structured activities. The program receives referrals from the Department of Mental Health and the Department of Children and Families. Services include group therapy, family therapy, individual social skills training, collateral communication, and case management.

TAP is held daily from 2:30 – 5:30PM during the school year. During school vacation weeks and part of the summer, the program is run from 9AM – 12PM. The three program sites (Attleboro, Plymouth, and Sandwich) each participate in a summer camp component.

Potential interns may contact one of the following TAP sites:

50 Walton Street; Attleboro, MA 02703

Phone: (508) 223-4109 Fax: 508-226-2787

Jen Schwarz, Director - jschwarz@communitycareservices.org

118 Long Pond Road; Plymouth, MA 02360

Phone: (508) 747-0402 Fax: 508-747-1511

Kate Sweeney, Director - ksweeney@communitycareservices.org

117 Stowe Road; Sandwich, MA 02563

Phone: (508) 420-7401 Fax: 508-420-7405

Barbara Hayes, Director – bhayes@communitycareservices.org

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.