



<b>Job Title:</b>	Bachelor of Social Work Intern
<b>Reports To:</b>	Center-Based Program Coordinator
<b>Work Schedule:</b>	Part-Time or Full-Time; based on availability
<b>PRIMARY CONTACT FOR QUESTIONS REGARDING THE POSITION:</b> BECCA@CALMWATERS.ORG	
<b>Subject Line:</b> Program Intern: Center-based Support Group Facilitator	
<b>Job Description</b>	
<b>SUMMARY</b> Operating under the oversight of the Center-Based Program Coordinator, the Bachelor of Social Work Intern is responsible for assisting center and school-based programs through direct and in-direct service means. Direct service shall include facilitating support groups.	
<b><u>Essential Duties &amp; Responsibilities:</u></b>	
<b><i>Program Duties</i></b> <ul style="list-style-type: none"><li>• Effectively implement Calm Waters support groups using the designated curriculum.</li><li>• Coordinate and communicate with clients via phone and email.</li><li>• Prepare materials for support group.</li><li>• Execute miscellaneous tasks as assigned by program staff.</li></ul>	
<b><i>Administrative and Community Duties</i></b> <ul style="list-style-type: none"><li>• Provide program leadership and support to volunteers.</li><li>• Participate and represent Calm Waters at community events, such as but not limited to community resource fairs, etc.</li><li>• Attend regularly scheduled reflective supervision meetings with internship supervisor.</li><li>• Perform other duties as assigned by the program staff.</li></ul>	
<b>ADDITIONAL SKILLS AND ABILITIES REQUIRED</b> <ul style="list-style-type: none"><li>• Demonstrates leadership abilities and ability to utilize reflective supervision</li><li>• Ability to work as a cooperative and supportive team member</li><li>• Ability and willingness to assist in all aspects of group coordination and facilitation</li><li>• Ability to exercise discretion in handling confidential information and materials</li></ul>	
<b>EDUCATION AND/OR EXPERIENCE</b> Currently enrolled in a Bachelor's Program in Social Work.	
<b>ADDITIONAL JOB REQUIREMENTS</b> Willingness to work some evenings. Clearance of background check. Adherence to HIPPA/FERPA/Confidentiality guidelines. Demonstrates a professional demeanor and effectively represents the agency in all interactions and settings. Ability to travel locally within the OKC Metro.	

<b><u>Program Intern:</u></b> _____	<input type="checkbox"/> Completed Grief Training _____
_____	<input type="checkbox"/> Completed Facilitation Training _____
<b><u>Internship Supervisor:</u></b> _____	<input type="checkbox"/> Passed Background Check _____