



Job Title:	Master of Social Work Intern
Reports To:	Center-Based Program Coordinator
Work Schedule:	Part-Time or Full-Time; based on availability
PRIMARY CONTACT FOR QUESTIONS REGARDING THE POSITION: BECCA@CALMWATERS.ORG	
Subject Line: Program Intern: Center-based Support Group Facilitator	
Job Description	
SUMMARY Operating under the oversight of the Center-Based Program Coordinator, the Master 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, consultation sessions, and Initial Service Consultations.	
ESSENTIAL DUTIES & RESPONSIBILITIES: <ul style="list-style-type: none">• Conduct Initial Service Consultations for children, adolescents, adults and develop treatment recommendations appropriately• Provide developmentally appropriate and evidenced-based guidance to individuals and families through consultation services• Maintain current and accurate documentation of assessment notes in the electronic system in a timely manner• Facilitate support groups at the center and/or schools with whom Calm Waters has partnerships• Attend supervision at least weekly as scheduled with Center-Based Program Coordinator• Support program staff in coordinating program activities as assigned	
ADDITIONAL SKILLS AND ABILITIES: <ul style="list-style-type: none">• Demonstrates an ability to establish and maintain positive rapport with a diverse group of clients and professionals• Demonstrates willingness to provide services to children, adolescents, and adults• Demonstrates leadership abilities and ability to utilize reflective supervision• Demonstrates excellent verbal and written communications and presentation skills• Ability to work as a cooperative and supportive team member• Ability to exercise discretion in handling confidential information and materials• Ability to communicate effectively and respectfully with peers, volunteers and other stakeholders	
EDUCATION AND/OR EXPERIENCE Currently enrolled in a Masters Program in Social Work	
ADDITIONAL JOB REQUIREMENTS 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. ‘ Retain valid malpractice insurance	

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