



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:

- 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:

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