

# Alston Wilkes Society

## Job Description

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**Position Title:** CDP Intern

**Program:** Clinical Day Program

**Reports to (Position):** Facility Director

**Location:** Woodrow Street, Columbia, SC

**Date Written/Revised:** 5/2013

**Job Status:**  Intern

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**Job Summary:** The Intern, under the direction and supervision of the program LCS, is responsible for mastering the responsibilities as assigned. The intern must be available during program hours 7am-3pm. Intern is responsible for a maximum of five clients under the direct supervision of LCS and Facility Director.

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### Primary Duties and Responsibilities:

1. Maintain strict adherence to Medicaid, State, COA, standards and agency guidelines, policies and procedures.
2. Understands and adheres to code of ethics and practice for functional area in alignment with AWS mission, values, goals and directives in all work performed.
3. Maintains confidentiality of sensitive information.
4. Observe and engage in IEP meetings for CDP clients.
5. Observe and engage in initial orientation with new clients
6. Maintain involvement in assigned client's care and treatment, including assessment, provision of direct treatment services, and evaluation of client progress.
7. Maintain documentation according to Medicaid and COA standards and within appropriate timeframes.
8. Maintain caseload of at least three clients and be responsible for all documentation affiliated with assigned clients while under close supervision of LCS.
9. Assist and master the development of an initial IPOC within 45 days of service and Progress Review for every 90 days of service on each client.
10. Master and complete Clinical Summary Notes for each client when a Rehabilitative Behavioral Health Service (RBHS) is performed and is filed in the client's clinical record within 10 days of completion.
11. Master and assist with preparation Monthly Progress Summary Note that summarizes the client's overall status and progress in the program.
12. Provide individual counseling services to assigned clients a minimum of once per week and group therapy daily in accordance with authorized RBHS standards and internship schedule.
13. Ensure that services are provided to clients in a safe, efficient manner in accordance with accepted standards of clinical practice.
14. Participate in all assigned staff meetings as well as staff development activities.
15. Support agency activities.
16. Perform other duties as necessary

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**Minimum Qualifications:**

Knowledge Of:

- Child and Adolescent Development/Behavior issues
- General knowledge of Social Work/Counseling Code of Ethics
- Must be able to pass SLED and Central Registry background checks

Skills In:

- Communicating effectively orally and in writing
- Organizational skills and ability to prioritize and complete tasks within specified time frame.
- Establishing and maintaining professional relationships with clients, client family, staff, and community agents

Education and Experience:

- Pursuing a Master's Degree in Counseling, Social Work, or related field.
- Students pursuing Bachelor's Degree will be considered on a case by case basis evaluating the individuals work experience and ability to work with program population.

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**Intern Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Intern Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Facility Director or LCS Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_