

Alston Wilkes Society

Job Description

Position Title: CYH Intern

Program: Columbia Youth Home Program

Reports to (Position): Facility Director

Location: Lawand Drive, Columbia, SC

Date Written/Revised: 5/2013

Job Status: Intern

Job Summary: The Intern, is responsible for mastering the responsibilities as assigned. The intern must be available during program hours 9am-10pm (to be determined by Facility Director and Intern). Intern is responsible for a caseload of no more than two clients under the direct supervision of the HSP/CC and Facility Director.

Primary Duties and Responsibilities:

1. Maintain strict adherence to all State, FPB standards, COA standards, DJJ standards, DSS 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. Collaborate with treatment team members via telephone, face to face and email
 5. Complete clerical duties (i.e., filing, maintaining charts, maintain multiple databases)
 6. Participate in treatment staffings for clients.
 7. Master and participate in assessments.
 8. Maintain documentation according to DSS, DJJ and COA standards and within appropriate timeframes.
 9. Maintain caseload of no more than two clients and be responsible for all documentation affiliated with assigned clients while under close supervision of HSP/CC.
 10. Facilitate individual and group counseling.
 11. Assist and master the development of an initial IPOC within 30 days of service and Progress Review for every 90 days of service on each client.
 12. Master and assist with preparation of Progress Summary Note that summarizes the client's overall status and progress in the program.
 13. Ensure that services are provided to clients in a safe, efficient manner in accordance with accepted standards of clinical practice.
 14. Support agency activities
 15. 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, CRS, and Sex Offender 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.

Intern Name: _____ **Date:** _____

Intern Signature: _____ **Date:** _____

Facility Director or HSP/CC Signature: _____ **Date:** _____