

# Alston Wilkes Society

## Job Description

---

**Position Title:** TFC Intern

**Program:** Treatment Foster Care Program

**Reports to (Position):** Director of Youth Services

**Location:** State Office, Columbia, SC

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

**Job Status:**  Intern

---

**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 9am-4pm and sometimes after hours. Intern is responsible for a caseload of two – three clients under the direct supervision of the HSP/CC and Director of Youth Services.

---

### Primary Duties and Responsibilities:

1. Maintain strict adherence to Medicaid, State, COA, 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. Complete TFC monthly newsletter and help facilitate monthly foster parent training.
  5. Collaborate with treatment team members via telephone, face to face and email
  6. Network with providers in the community to establish services for clients
  7. Complete clerical duties (i.e., filing, maintaining charts, maintain multiple databases)
  8. Participate in home visits and school visits, maintain involvement in assigned client's care and treatment, including assessment, provision of direct treatment services, and evaluation of client progress.
  9. Maintain documentation according to Medicaid, DSS and COA standards and within appropriate timeframes.
  10. Maintain caseload of at least two - three clients and be responsible for all documentation affiliated with assigned clients while under close supervision of LCS.
  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 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.
  13. Master and assist with preparation Monthly Progress Summary Note that summarizes the client's overall status and progress in the program.
  14. Market the program within the community (i.e., attending provider fairs, informational meetings).
  15. Ensure that services are provided to clients in a safe, efficient manner in accordance with accepted standards of clinical practice.
  16. Participate in all assigned staff meetings as well as staff development activities.
  17. Have reliable transportation and a flexible schedule
  18. Support agency activities
  19. Perform other duties as necessary
- 

### 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
- Submit Driving Record and maintain automobile insurance

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 families, 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.

---

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

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

**Director of Youth Services Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_