

Alston Wilkes Society

Job Description

Position Title: Veterans Home Intern

Program: Veteran's Home Program

Reports to (Position): Facility Director

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 Facility Director, is responsible for mastering the responsibilities as assigned. The intern must be available during program hours as determined by the Facility Director and the intern. Intern is responsible for a caseload of at least four clients under the direct supervision of the Facility Director.

Primary Duties and Responsibilities:

1. Maintain strict adherence to Veteran Administration, COA and AWS 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 initial orientation with new clients.
 5. Maintain caseload of at least four clients and be responsible for all documentation affiliated with the client.
 6. Facilitate weekly group empowering sessions.
 7. Perform Psycho-social assessments on a weekly basis.
 8. Ensure that services are provided to clients in a safe, efficient manner in accordance with accepted standards of clinical practice.
 9. Participate in all assigned staff meetings as well as staff development activities.
 10. Support agency activities
 11. Perform other duties as necessary
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Minimum Qualifications:

Knowledge Of:

- Veteran specific social, behavioral, and mental health issues
- General knowledge of Social Work/Counseling Code of Ethics

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:** _____

Facility Director Signature: _____ **Date:** _____