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# Internship Position Description

## Children's Services Assistant (Revised 03/15/2011)

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Exceptions must be pre-approved by the Internship Program Coordinator.

### Orientation

- 48 Hour DV Training
- Program Orientations & Visits

### On-Going

#### *Direct Client Service Caseload*

- Facilitating Young Children's' Groups that are trauma-informed, with focus being on clinical observation & feedback to the parent & staff
- Hotline Shift (1 shift of 3 hrs/week)
- Assisting in securing resources for children (for example - community activities, scholarships, Parents Day Out programs, etc.)
- Provide on-site assistance to staff & clients at one of the Residences
- Service Logs (daily)

#### *Special Projects*

- Assist the Children Services Coordinator in the day-to-day operations of program development, execution, documentation & evaluation
- Health Fair booths, DV 101 Presentations\*\*
- Other efforts

#### *Supervision & Training*

- Counseling Team Meeting (1 hr/week; Mondays 2-3pm)
- Intern Class Supervision (1 hr/week; Mondays 3-4pm)
- Individual Supervision (1 hr/week)
- Group Facilitators' Supervision\*\* (1 hr/month; last Monday of each month 2-3pm)
- Additional Direct Service Trainings as offered\*\*
- Periodic Check-ins with Intern Program Coordinator

#### *FSS Organizational Efforts / Meetings*

- FSS Email & voicemail
- Placement-specific or Task Force meetings & efforts\*\*

\*\* These are not required, but highly recommended to enrich your learning experience.