
Internship Position Description

Residential Assistant (Revised 04/16/2010)

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

Orientation

- 48 Hour DV Training
- Program Orientations & Visits

On-Going

Direct Client Service Caseload

- Hotline Shifts
- Provide on-site assistance to staff & clients at one of the Residences
- Co-facilitate Group Counseling for 1 or more Residential groups ♦
- Case Management or Employment Guidance sessions ♦
- Service Logs (daily)

Special Projects

- Assist staff in updating or improving program materials/files (ex. Hotline Referral Book, Residential Welcome Packets, etc.)
- Presenting Orientations & Training Sessions to incoming interns
- Health Fair booths, DV 101 Presentations
- Other efforts

Supervision & Training

- Intern Class Supervision (1 hr/week; Mondays 3-4pm or another slot TDB)
- Individual Clinical 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

- Counseling Team Meeting (2 hr/mo; 1st & 3rd Monday of each month 2-3pm)
- FSS Email & voicemail
- Placement-specific or Task Force meetings & efforts**

♦ - These are for interns who excel in their responsibilities & are deemed appropriate.

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