



## Internship

### Position Description

Title: Internship/Practicum student		
FLSA Class: n/a – not an employee	EEO Category: n/a - not an employee	WC Class: n/a- not an employee
Internship - No Title number as not an employee and not entered into ADP		
Date Approved: May 15, 2017	Purchasing Approval Level: 0	
Revision Date:	Revision:	

#### Purpose of Position

To provide a student with educational and practicum experience at Great Circle. As an intern the position participates in a multi-disciplinary treatment team in the care of children.

#### Major Duties (\*Essential Element)

- Responsible for establishing and maintaining good relationships with appropriate boundaries with Children\*
- Role models positive behaviors and coping skills for children in care using a strength based approach in all interactions
- Operate according to our model of care and program operations manual.\*
- Function within Agency's policies and procedures as outlined in Employee Handbook and in applicable treatment plans\*
- Completes required paperwork (i.e. logs and reports) and other relevant documentation
- Achieves positive outcomes for youth.\*
- Maintains the safety and security of the children in care and attends to their needs in a nurturing way.\*
- Provides complete documentation as required.\*
- Assists in the planning, scheduling and implementation of on-site and offsite activities

- Attends team meetings, departmental, treatment and planning meetings and other information sharing meetings in regards to clients
- Conducts self in a professional manner with children, coworkers, parents and referral sources.
- Completes required training
- Participates in special program components (i.e. Wilderness, Changing Prisms, community service activities, etc)
- Performs all other duties as assigned by Great Circle.

### Working Conditions

Treatment milieu environment. Exposure to noise. Lighting and temperature adequate.

### Physical Demands

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. This person must be able to pass SCM training and utilize techniques as taught. Must be able to sit or stand at a personal computer for a reasonable length of time typing and reading. This person must be able to see, hear, speak, walk, and sit. Must be able to use hands and fingers to handle or feel objects, tools, or controls; reach with hands and arms; stoop, kneel, crouch, or crawl. Vision abilities required for this job include close vision, distance vision, peripheral vision, depth perceptions, and the ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### Budget or Supervisory Responsibility

None

### Qualifications

Strong customer service focus, excellent time management, oral and written communication skills. Proficient in Word, Excel and email applications.

### Required Education and Experience

- HS diploma or GED

### Preferred Education and Experience

- Experience working with children and families

Intern signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Intern signature: \_\_\_\_\_ Date: \_\_\_\_\_