



BOYS AND GIRLS HOMES OF NORTH CAROLINA

P.O. BOX 127, 400 FLEMINGTON DRIVE
LAKE WACCAMAW, NORTH CAROLINA

NAME:

JOB DESCRIPTION FOR:

Community Based Services Intern

REQUIREMENTS FOR INTERNSHIP:

All of the following items must be completed prior to beginning an internship at B&GH. Only items 5-18 are necessary to process an application and schedule an interview.

1. Documentation of Malpractice Liability Coverage at \$1 million/\$3 million coverage (Obtain thru UNCW in intern's name)
2. Bloodborne Pathogens Training documentation (May be provided by B&GH)
3. Authorization for Criminal Background Check Form (background check provided by B&GH)
4. Three professional Letters of Reference, to include at least one from a professor and at least one from an employer, practicum, or volunteer supervisor
5. Cover Letter stating your reason for pursuing an internship at B&GH and how an internship within our agency could mutually benefit both parties.
6. Copy of current resume including current overall and major GPAs
7. Intern Application
8. Intern Work Form
9. Intern Emergency Data Sheet
10. DSS Disclaimer Form
11. DSS Confidentiality Statement Form
12. DSS Medical History Form
13. DSS Physical Form
14. NCDSS Responsible Individuals List Request
15. No Weapons Form

MINIMUM EDUCATIONAL REQUIREMENTS:

Currently enrolled in an Undergraduate Program at an accredited university, with Senior standing.

SUPERVISOR:

VP of Community Based Services

SERVICE RESPONSIBILITIES:

1. Attend MAPP training/become familiar with the required paperwork to have someone licensed as a foster parent.
2. Provide transportation when asked.
3. Attend court, PPAT, CFT, therapy session with child, and at least one school meeting
4. Help with a mutual home assessment-gather info and write it on the format from the state
5. Have one case assigned to intern. They will do weekly phone contact, twice a month visits, the required paperwork, helping with any of the transportation to visits or meetings that is required. Have contact with social worker, GAL and anyone else involved in child's life.
6. Will assist adoption consultant in completing a Pre Placement Assessment and helping her with any other paperwork she might have. Will become familiar with what an adoption file needs
7. Will review files that are open and closed to learn more about what is required of staff and also to report what is still needed in a file.
8. Will attend at least two meetings with the TFC team.
9. Will accompany two different TFC consultants for the day as they make their required visits.
10. Will accompany at least two different family foster care consultants for the day as they make required visits.
11. Attend the foster care Christmas party for the children and families
12. Attend the all day Saturday trainings in November and the spring. Will help with child care or any other needs that are needed. These are trainings for the foster parents to keep up to date on their required training hours.
13. Will review the 50 year book on the agency.
14. Will attend supervision with Field Instructor
15. Will attend any conferences or meetings they can attend here at the agency.

KNOWLEDGE, SKILLS & ABILITIES:

1. Ability to present in a professional manner in written and verbal form.
2. Ability to communicate effectively with clients and professionals.
3. Ability to facilitate and participate in professional meetings.
4. Willingness to accept constructive criticism and apply to professional performance.
5. Excellent organizational abilities.
6. Independent, self-sufficient, self-motivated.
7. Willing to take initiative as appropriate.
8. Open to taking on new challenges.
9. Diligent and able to complete assigned tasks without requiring prompting.
10. Willingness to follow agency and departmental dress code.

INTERN SIGNATURE

DATE

VP of COMMUNITY BASED SERVICES

DATE

HUMAN RESOURCES

DATE

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