



Job Title:	Bachelor of Social Work Intern
Reports To:	Center-Based Program Coordinator
Work Schedule:	Part-Time or Full-Time; based on availability

PRIMARY CONTACT FOR QUESTIONS REGARDING THE POSITION: BECCA@CALMWATERS.ORG
Subject Line: Program Intern: Center-based Support Group Facilitator

Job Description

SUMMARY
 Operating under the oversight of the Center-Based Program Coordinator, the Bachelor of Social Work Intern is responsible for assisting center and school-based programs through direct and in-direct service means. Direct service shall include facilitating support groups.

Essential Duties & Responsibilities:

Program Duties

- Effectively implement Calm Waters support groups using the designated curriculum.
- Coordinate and communicate with clients via phone and email.
- Prepare materials for support group.
- Execute miscellaneous tasks as assigned by program staff.

Administrative and Community Duties

- Provide program leadership and support to volunteers.
- Participate and represent Calm Waters at community events, such as but not limited to community resource fairs, etc.
- Attend regularly scheduled reflective supervision meetings with internship supervisor.
- Perform other duties as assigned by the program staff.

ADDITIONAL SKILLS AND ABILITIES REQUIRED

- Demonstrates leadership abilities and ability to utilize reflective supervision
- Ability to work as a cooperative and supportive team member
- Ability and willingness to assist in all aspects of group coordination and facilitation
- Ability to exercise discretion in handling confidential information and materials

EDUCATION AND/OR EXPERIENCE
 Currently enrolled in a Bachelor’s Program in Social Work.

ADDITIONAL JOB REQUIREMENTS
 Willingness to work some evenings.
 Clearance of background check.
 Adherence to HIPPA/FERPA/Confidentiality guidelines.
 Demonstrates a professional demeanor and effectively represents the agency in all interactions and settings.
 Ability to travel locally within the OKC Metro.

Program Intern: _____	<input type="checkbox"/> Completed Grief Training _____
	<input type="checkbox"/> Completed Facilitation Training _____
Internship Supervisor: _____	<input type="checkbox"/> Passed Background Check _____