

MSW Intern Job Description

Grace and Mercy, Hopkinsville, KY

When a contract is accepted with an MSW Intern, employment criteria includes the following:

- She will be a Christian woman since this is a Christian Women's Ministry;
- She must have completed at least a Bachelor's Degree in Social Work or Counseling and be working toward a master's degree.
- She must have a loving, caring spirit for broken women.
- She will commit to comply with G & M policies
- She will be supervised by the Ex. Director of Grace and Mercy and a master's level staff person. She may be given jobs as they arise which are beyond the following:

JOB DESCRIPTION:

1. Interns will assist in admissions by completing psycho-socials, obtaining referral and other needed information. She will work with the staff team and the resident to determine an individual plan for resident to reach self-sufficiency and individual goals.
2. Intern will work with AHC in assisting residents to obtain health insurance, necessary physical and psychological exams, GED or employment when appropriate.
3. Intern will learn about community resources and refer residents to these services as appropriate. She will arrange with the Volunteer Coordinator for transportation and someone to accompany resident until appropriate for independent functioning
4. Intern will meet with each resident individually every week and/or may conduct weekly group meetings to identify needs, concerns and resolve issues.
5. Intern may conduct therapeutic groups around specific diagnoses & needs of residents.
6. Intern will weekly log in each resident's file, noting any progress, exchanges or activities of significance toward individual goals. These will be reported to the EX. Director as well and in weekly staff meetings.
7. If the resident has children or extended family where contact would assist the resident, intern will have written permission to arrange for these persons to come to G & M for supervised meetings.

8. Intern will report directly and immediately to the Ex. Director if there is inappropriate behavior of any kind among the residents.

Joanna Mack, Executive Director

January 2020