

## **Necco Foster Care and Counseling**

1240 Ashley Circle, Suite B, Bowling Green, KY 42104

### **Description**

We are a social enterprise that is actively changing the face of child welfare and are constantly searching for talented, purpose-driven professionals to join our community. We are a group of happy warriors, courageous mutants, and passionate pragmatists. Come join our island of misfit toys!

### **Position Summary:**

Necco has an opportunity for an Integrated Services Intern. This role requires an educational component i.e. practicum, field experience, internship, or course credit hours. Integrated Services is a comprehensive program that encompasses foster care, independent living, and internal behavioral health services. The intern will gain hands-on experience working with children, transitioning young adults, and families across home, community and clinical settings. This role will provide value to the company by supporting the service, programmatic, and administrative functions of the team. The IS Intern serves as an extension of the program to provide an extra layer of service and support to children, families, and young adults Necco serves.

You should be accurately described as:

A happy warrior who thrives on leading from the front with strategic thinking. A solid communicator in search of decisions that deliver real results. A problem-solver, financial steward, and one who excels at collaboration. Ridiculously passionate about the company's success, growth, and program quality.

The candidate selected will be responsible for the following:

### **Program Support**

Serve as a support system to the Program Director, direct service staff, and others as appropriate

Serve as a support for program functions

Complete administrative tasks as appropriate.

Accept additional tasks from self-directed work team as appropriate.

### **Data Entry**

Ensure the confidentiality of all customer and client records

Ensure documentation is completed in a timely and accurate manner.

Utilize applicable databases entering appropriate information in an accurate and timely manner (i.e. intakes, respites, moves, home visits, and discharges).

### **Service Delivery**

Communicate in a responsible, courteous and professional manner with customers, clients and others as appropriate.

Supervise customer or client activities as needed or required

### **Intern Specific**

Develop a learning contract that marries the intern's educational requirements with tasks and responsibilities of their position

Create an overarching internship project that benefits the intern as a learner and Necco

### **Corporate Citizen**

Practice Ruthless Pragmatism

Engage in peer to peer feedback

Know and Live the Necco Corporate Culture Principles

Embody the 3 essential virtues of Humble, Hungry and Smart

Drive your Evaluation Process

Adhere to and contribute to the Necco meeting structure

### **Position Qualifications:**

Enrolled in an Educational Program with a course credit requirement or opportunity

Minimum of 21 Years of Age

High School Education (Degree Preferred)

Valid Driver's License

Strong communication and organizational skills

Successful completion of all required criminal background checks

Auto Insurance 100/300/100

### **Qualifications**

Education

Required

High School or better in Other.

### **Licenses & Certifications**

Required

Auto Insurance

Background Checks by State

Drivers License