JOB TITLE: Student Intern

WORK TEAM LEADER? yes no X

DIVISION/DEPARTMENT Ben Massell Dental Clinic

REPORTS TO: Supervisor Title

PART-TIME DATE WRITTEN: November 18, 2009

FULL-TIME

PURPOSE (Include primary accomplishments, products, and services, who benefits from them and how.)
To engage in a practical experience working with agency clients.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.
The intern will be assigned to the agency’s Ben Massell Dental Clinic.

The intern will be assigned case management and counseling cases deemed to be appropriate for the intern’s level of experience.

The intern will assist the staff in the assessment of those seeking emergency financial assistance.

The intern may have the opportunity to co-facilitate a group or waiting room educational presentation.

As time permits, and with the permission of the supervisor, the intern may assist clinic staff with the registration process or other clinic activities that directly serve the needs of clinic patients.

The intern will have the opportunity to participate in all clinical in-service training.

The intern is expected to work with a fair degree of autonomy and self-direction while knowing when to ask for help.

The intern represents the agency and will maintain a professional presence at all times.

MINIMUM REQUIREMENTS (What is required to perform the Essential Duties?)
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Good organizational skills, use of computer, adherence to organizational policies and procedures. Comfort being in a large, busy dental office setting treating low income patients.

PHYSICAL DEMANDS:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit. The employee frequently is required to use hands to finger, handle, or feel objects, tools, or controls and talk or hear. The employee is occasionally required to stand, walk, and reach with hands and arms.

The employee must occasionally lift and/or move up to 5 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

EDUCATION and/or EXPERIENCE:
Enrolled in an educational program in the field of mental health.

I have reviewed and determined that this job description accurately reflects the position.

Supervisor Signature Date Employee signature Date
JOB TITLE: Graduate Student Intern

WORK TEAM LEADER? yes no X

DIVISION/ Counseling

DEPARTMENT

DATE WRITTEN: November 18, 2009

REPORTS TO: Supervisor Title

PURPOSE (Include primary accomplishments, products, and services, who benefits from them and how.)
To engage in a practical experience working with agency clients.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

The intern will be assigned clinical counseling cases deemed to be appropriate for the intern’s level of experience.
The intern will assist the staff in the assessment of those seeking emergency financial assistance.
The intern may work with children, adults and the elderly and may be assigned to work with women in the Shalom Bayit domestic violence prevention program.
The intern may have the opportunity to co-facilitate an agency group.
The intern will have the opportunity to participate in all clinical in-service training including presenting a case for case consultation.
The intern is expected to work with a fair degree of autonomy and self-direction while knowing when to ask for help.
The intern represents the agency and will maintain a professional presence at all times.

MINIMUM REQUIREMENTS (What is required to perform the Essential Duties?)
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Good organizational skills, use of computer, adherence to organizational policies and procedures.

PHYSICAL DEMANDS:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit. The employee frequently is required to use hands to finger, handle, or feel objects, tools, or controls and talk or hear. The employee is occasionally required to stand, walk, and reach with hands and arms.

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WORK ENVIRONMENT:
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The noise level in the work environment is usually quiet.

EDUCATION and/or EXPERIENCE:
Enrolled in a graduate program in the field of mental health.

I have reviewed and determined that this job description accurately reflects the position.

Supervisor Signature Date Employee signature Date

Posting # Posting Date