



POSITION DESCRIPTION

Intact Family Services Intern	
Department: Intact Family	Status: Intern, Non-exempt (unpaid)
Reports to: Intact Family Supervisor	Last Reviewed: March 2023
Titles reporting to this role: None	Next Review Date: October 31, 2023

Position Summary:

Under the direction of a Team Supervisor, the intern will assist in providing comprehensive home-based case management services to assigned families with the goal of promoting safety, wellbeing and stability, in accordance with the Illinois Department of Children and Family Services (IDCFS) requirements and Intact Family Services and Family First Prevention Services Act.

Essential Duties and Responsibilities

Include the following, other duties as assigned:

Intake and Assessment

Assists in conducting thorough intakes and comprehensive psychosocial assessments of newly enrolled participants. Assists the Child Welfare Specialist, when possible, in the supervisory hand-off and transitional visit within the specified timeframe. Assists, when possible, in completing integrated risk assessments, including safety and family, Child Adolescent Needs Assessment (CANS).

Engagement and Service Planning

Assists in developing a comprehensive, individualized family service plan, in collaboration with the assigned family, which addresses (assessment) needs related to safety, wellbeing and stability. Assists the Child Welfare Specialist in ensuring that family service plans reflect specific issues/needs, all service planning activities/goals and clear timelines for achieving service goals.

Establishes and maintains professional, positive and collaborative relationships with participating families and engages regularly with them to ensure quality service coordination and effective communication. Regularly consults with Supervisor regarding participant issues to support problem resolution and to encourage full engagement by participants in services.

Participant Service Delivery

Assists in conducting weekly or twice a month face-to-face home visits to monitor the well-being of the families. Assists the Child Welfare Specialist by attending school staffings and other family-related meetings, as required.

Partnerships and Linkage to Community Resources

Assists Child Welfare Specialist in maintaining an awareness of community resources appropriate to child, youth and family needs, and making proper use of these resources through referral and follow-up. Assists Child Welfare Specialist in maintaining regular contact with community partners and other service providers and advocates when needed, to support participants' service goals. Assists Child Welfare Specialist in ensuring a timely and effective referral and linkage process, on behalf of participants.

Performance & Quality Management

Expands knowledge of Intact Family program requirements, COA accreditation best practice standards and Illinois Department of Children and Family Services (IDCFS) Rules and Procedures, Part 302.388 Intact Family Services and Family First Prevention Services Act. Adheres to agency policies and procedures, best practice standards and funder requirements. Incorporates the agency mission, philosophy, and core values into direct daily work and decision-making.

Fosters positive and collaborative working relationships with other agency staff and community partners. Cultivates a professional and respectful work environment. Shadows weekly supervision of the Child Welfare Specialist and staff meetings.

Promptly reports situations that pose a threat to staff, participants, or agency, according to the agency's Incident/Accident Reporting system.

General Requirements:

Sensitivity to cultural diversity is required. Will be subject to drug and alcohol screening, as well as aptitude and skills' testing. 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 perform the essential functions.

Education/Experience:

Be currently enrolled at an accredited college/university in a Bachelor's in Social Work (BSW) or a related human services degree program.

Language Skills:

Bilingual in Spanish and English required.

Computer Literacy & KSAs:

Computer literacy is required. Must be proficient in the use of Microsoft Office applications including Outlook, Word, Publisher and Excel, to enter and retrieve data as needed.

Mathematical Skills:

College-level math skills are required. Must have the ability to accurately prepare and analyze data, including fiscal and statistical reports.

Operating Environment and Working Relationships:

Ability to work within an interdisciplinary team as a cooperative and supportive team member. Ability to establish relationships with families and stakeholders from diverse backgrounds. Must demonstrate tact, professional composure and diplomacy when interacting with others. Must work collaboratively

with diverse populations. Must develop and maintain strategic relationships with community partners. Must create and maintain a congenial work environment within the IFS program.

Decision Making Authority:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to seek support from Program Supervisor and/or Program Director to make decisions beyond the scope of the role.

People Management:

This position does not directly supervise others.

Other:

Must demonstrate excellent, effective relational and communication skills. Professional image and presentation expected, at all times. Must possess exceptional time management and organizational skills.

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, talk and hear. The employee frequently is required to use hands. Must be able to lift and carry up to 25lbs.

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 moderate.

Disclaimer:

The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. The content of this job description is not intended to be constructed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position.

I acknowledge and understand that:

Receipt of the position description does not imply nor create a promise of employment, nor an employment contract of any kind, and that my employment is at-will.

- The job description provides a general summary of the position in which I am employed, that the contents of this job description are job requirements and, at this time, I know of no limitations which would prevent me from performing these functions with or without accommodation. I further understand that it is my responsibility to inform my supervisor at any time that I am unable to perform these functions.
- Job duties, tasks, work hours and work requirements may be changed at any time.

Employee Signature/ Firma de Empleado: _____

Date/ Fecha: _____

