

JOB TITLE: Student and Program Support Intern

DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITY

Provides a range of mental health services to students, including counseling and consulting to assist in meeting the social, emotional, and educational needs of students in schools being served by the Solano County Office of Education. Interns may also provide educational case management, professional development, and other duties as assigned to support the academic success of students who are homeless or in foster cares.

JOB REQUIREMENTS AND QUALIFICATIONS

- Possession of a valid driver's license
- Bachelor's degree from an accredited college or university with an emphasis in social work, educational psychology, or closely related field or one (1) year of fieldwork in an accredited program
- Experience or interest in working with students who have more significant and extensive social-emotional, behavioral, and learning needs
- Ability to write clearly and creatively, utilizing knowledge of proper English usage, grammar, spelling, vocabulary, and punctuation.
- Ability to maintain effective work relationships with staff, outside agencies, and the general public

ESSENTIAL DUTIES

- Provides whole classroom instruction on Social Emotional Learning topics
- Identifies and implements age and need appropriate mental health services including small group interventions, and individual counseling
- Develops and monitors student goals and objectives as part of a client service plan
- Supports school Wellness Centers through staffing for drop-in/referred students and provides targeted workshop topics
- Develops, coordinates, and provides training to staff, parents, agency, and district personnel

- Maintains professional competencies in areas of responsibility
- Maintains contact with and participates in professional job-related organizations and serve as a liaison to professional groups
- Provides educational case management to support the academic success of students who are homeless or in foster care
- Collects and prepares appropriate data and provides scheduled reports (written and/or oral) in a timely manner to appropriate manager relating to assigned services
- Plans, organizes, and prioritizes own work to meet deadlines and accomplish tasks within established timelines
- Performs related duties as assigned

MARGINAL DUTIES

- Performs related duties as required.

SUPERVISION RECEIVED

General direction is provided by the Clinical Services or Master's in Social Work (MSW) Supervisor. Weekly group supervision is provided, in addition to monthly didactics. General supervision is provided on a weekly basis with an MSW, Licensed Marriage/Family Therapist (LMFT) or Doctorate in Psychology (PsyD) who reviews clinical work, counseling/social work competencies, and legal/ethical standards.

SUPERVISION EXERCISED

None

PHYSICAL ACTIVITY REQUIREMENTS

Work Position (Percentage of Time):

Standing (25%)

Walking (35%)

Sitting (40%)

Body Movements (Frequency):

None (0)

Limited (1)

Occasional (2)

Frequent (3)

Very Frequent (4)

Lifting-lbs. (0-40)

Lifting (3)

Bending (3)

Pushing and/or
Pulling Loads (3)

Reaching
Overhead (2)

Kneeling or
Squatting (3)

Climbing Stairs (3)

Climbing Ladders (1)