



JOB DESCRIPTION

JOB TITLE: Social Work Intern

DEPARTMENT: Social Work

**SHIFT: Dayshift, 8:00 a.m. to 1:00 p.m.,
afternoons are flexible**

SUPERVISOR: Social Work Coordinator

PRIMARY OBJECTIVE

As a member of the Amani Baby Cottage team, the Social Work Intern is responsible for assisting with all things social work. Many tasks will be office-oriented, including maintaining children's files and updating child photographs, although you will have many opportunities to go on home visits and help conduct site visits.

REQUIRED RESPONSIBILITIES

The following are the essential job functions of this position:

- **Office Tasks:**
 - Assisting Social Workers with upkeep of children's files, including performing file audits to guarantee that all proper paperwork has been gathered.
 - Assisting Social Workers with completion of Child Care Plan forms, as well as updating progress, goals, and exit plan.
 - Schedule routine photographs of every child, in order to print off, apply a date, and attach to each file.
- **Field Work:**
 - Assisting Social Workers with site visits, including family monitoring, follow-up, and other related case work.
 - Assisting Social Workers with various document collection, including visits to government offices (Probation, Police, etc.)
- **Be punctual in arrival and follow break schedule:**
 - Arrival time is 8:00 a.m. in the office for a daily brief with the Resident Director and Social Work Coordinator.
 - 1:00 p.m. lunch (2 hours)
- **Other assignments and/or special projects, as assigned by Director or Supervisor**

REQUIRED ABILITIES

The following are characteristics that will help the person hired to this position be more likely to succeed:

- Be a team player! Humble, Hungry, and Smart!
- Be someone who promotes unity, honesty, and accountability
- Ability to work unsupervised
- Must have focus and be self-motivated
- Ability to display interpersonal communication skills with staff and visitors

**Amani Baby Cottage is dedicated to the care of our children.
Join us and see what it really means to be part of
"a place of peace."**