



Case Manager/Bachelor's Intern Job Description

GENERAL DESCRIPTION

An internship is an unpaid clinical position. Internships are typically nine months or one year depending on program requirement. An intern provides case manager and related services to children, youth, and families. Interns work a minimum of 10 hours per week. Approximately 70% of this time is allocated to direct client contact; and 30% consists of supervision, training, and administrative duties as assigned. Reports to assigned supervisor and program manager.

MAJOR RESPONSIBILITIES

- Provides all services utilizing a strengths-based, family-focused, and integrated approach.
- Demonstrates commitment to diversity, cultural relevancy, and inclusion.
- Engage in on-going self-exploration and growth related to race, power, and privilege.
- Provides case management and related services to children, youth and families as assigned.
- Participates in creating and maintaining a workplace that values diversity and treats everyone with respect without regard to race, color, age, religion, creed, gender, sexual orientation, national origin, marital status, the presence of any sensory, mental, or physical disability.
- Demonstrates teamwork and open communication.
- Provides services in a manner that expedites the meeting of contract requirements and program outcomes.
- Maintains documentation in a timely, thorough, and accurate manner.
- Follows agency policies and procedures, RCWs, WACs, and other external regulations.
- Follows CHS's Code of Ethics
- Performs other appropriate tasks related to your professional role as needed.

MINIMUM REQUIREMENTS

- Commitment to confronting racism, sexism, heterosexism, and other discriminatory practices.
- Experience and demonstrated ability to successfully work within a diverse cultural setting and provide culturally competent services.
- Ability to work cooperatively as part of a team.
- Prompt and consistent attendance during scheduled working hours
- Enrollment in a bachelor's degree program for case management, psychology, social work, or a related field
- Experience with diverse client groups
- Ability to work in an unstructured and unpredictable setting, ability to adapt to change.
- Sense of humor

Intern Signature		Date	
Manager/Supervisor Signature		Date	