

Mission Kids Program Intern Job Description

GENERAL POSITION INFORMATION

TITLE: Program Intern	REPORTS TO: Program Manager
DATE: Fall 2018	FAIR LABOR STANDARD ACT STATUS: N/A

POSITION SUMMARY

Duties will be primarily in the areas of Forensic Interviewing and Family Advocacy Program. Essential skills required include exceptional organizational skills, attention to detail, strong proficiency in Microsoft Word, Microsoft Excel, Microsoft Outlook, ability to reach out to people, a sense of humor, and a friendly and positive professional attitude.

REQUIREMENTS

ESSENTIAL DUTIES & TASKS

- Students will assist with answering the phone and scheduling of forensic interviews for partner agencies as needed.
- Assists with completing, copying and scanning documentation both for partners and for in-house data base record keeping.
- Assists clients with Mission Kids Intake paperwork as needed
- Assists Executive Director, Program Manager, Forensic Interviewers, Family Advocates, and Case Coordinator with special projects.
- Assists other departments at Mission Kids as needed.
- Composes, formats and distributes professional correspondence and memoranda, e-mails and faxes, project reports and other documents in support of program activities.
- Performs general clerical duties including, but not limited to, filing, photocopying, faxing, and mailing.
- Demonstrates a high level of professionalism in dealing with confidential and sensitive issues.
- Performs other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

- Excellent verbal and written communication skills.
- Commitment to excellence and high standards.
- Strong organizational, problem-solving, and analytical skills; able to manage priorities and workflow.
- Strong interpersonal skills.
- Ability to understand and follow written and verbal instructions.

- Ability to deal effectively with a diversity of individuals at all organizational levels.
- Good judgment with the ability to make timely and sound decisions.
- Creative, flexible, and innovative team player.
- Ability to work independently and as a member of various teams and committees.
- Versatility, flexibility, and a willingness to work within constantly changing priorities with enthusiasm.
- Acute attention to detail.

EDUCATION & TRAINING

- High School Diploma Required
- Must be currently enrolled in an accredited College or University
- Students should have completed some coursework in human development, family studies, criminal justice, social work and/or other fields related to working criminal and civil investigations, child abuse, or at risk youth and adults.
- Experience working with children and adolescents a plus.
- Bi-lingual Candidates a plus.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS

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 that do not cause an undue hardship on the company may be made to enable individuals with disabilities to perform the essential functions, as long as that would not hinder or prevent performance of duties, or be of safety concern.

While performing the duties of this job, the employee is frequently required to do the following:

- Sit for prolonged periods
- Accurately complete detailed forms and reports
- Perform some repetitive motion activities
- Coordinate multiple tasks simultaneously
- Ability to speak to individuals and groups about the mission and goals of Mission Kids

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. Possible exposure to communicable disease. Occasional exposure to individuals with addiction problems, medical injuries and/or psychiatric disorders. Occasional exposure to angry or hostile children/youth and/or adults may occur.

Physical Requirements:

Light: Lifting 0-10 Lbs. **Moderate:** Lifting 0-25 Lbs. **Heavy:** Lifting 25+Lbs

Necessary traits for this position:

Seeing Hearing Talking* Reading* Writing*

Basic comprehension of English language using the traits* marked above for purposes of safety, management direction and job responsibility and minimal third party interaction.

Proficiency of the traits* marked above in the following languages for business letters, memos,

customer interaction, presentation, demonstrations, employee direction, audits, etc.:

English Spanish French Other: _____

OCCUPATIONAL HEALTH AND SAFETY

Mission Kids' Interns are responsible and accountable for:

- Compliance with workplace policies and procedures for risk identification, risk assessment and risk control
- Active participation in activities associated with the management of workplace health and safety
- Identification and reporting of health and safety risks, accidents, incidents, injuries and property damage at the workplace
- Correct utilization of appropriate personal protective equipment

ACKNOWLEDGEMENT

This job description has been designed to indicate the general nature and level of work performed by interns within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.

I have read the above job description. I attest that I can work in these conditions, I am able to perform the essential job functions and can fulfill the basic knowledge/skills/ abilities required to satisfactorily perform this position in addition to any other duties as assigned to me. I will immediately notify my Supervisor if anything arises that would hinder my ability to perform any component of this job description for which I have been hired. Additionally I am able to perform the essential duties and responsibilities with or without a reasonable accommodation as outlined in the Americans with Disabilities Act.

Employee Signature

Date

Supervisor's Signature

Date