



Volunteer Management Program
Boys & Girls Clubs of Garden Grove, Inc.
10540 Chapman Avenue
Garden Grove, CA 92840

TRC MSW INTERN

Class: Volunteer
Commitment: Varies on School/Agency Requirements
Schedule: M-F 8:00am-4:30pm & T 10:30am-7:00pm
Location: Truancy Reduction Center

Position Summary: Placed at the Truancy Reduction Center to provide comprehensive mental health services, case management and other related support services to children and their families. Responsible for meeting weekly productivity expectations and maintaining accurate and up to date records of all services rendered in accordance with Board of Behavioral Sciences, state and county regulations while maintaining an active caseload.

Essential Duties & Responsibilities

- Communicate professionally and effectively with Program Director, team, and school personnel to build positive working relationships and a productive work environment
- Ensure a productive work environment by working as a team member, contributing to team meetings, and providing feedback to support decision making
- Conduct intakes and provide psychoeducation on truancy laws to clients and families
- Attend weekly clinical supervision sessions, staff meetings, and outreach events as required
- Maintain minimum caseload of 10 active clients for individual or group counseling
- Facilitate one round of educational classes or process groups each semester/quarter
- Travel to school sites to conduct sessions with clients; mileage is covered by organization
- Effectively support the planning, development, and implementation of counseling programs, services, and activities
- Apply related coursework, training & knowledge of systems theory, strength based approach, and case management
- Utilize knowledge of HIPAA and BBS and follow confidentiality regulations
- Adhere to proper/mandated documentation procedures/guidelines and processes according to TRC and BBS standards in a timely manner
- Adhere to the NASW and AAMFT Code of Ethics
- Manage client files and complete CAR, Suicidal Ideation and Homicidal Ideation assessments/reports as necessary within 24 hours
- Attend SARB and DA hearings
- Provide parent support for improving child's functioning through counseling, resources and referrals with the county
- Complete daily process notes for each client in caseload within 24 hours and keep client information up to date
- Document all services rendered during phone contact, completed services, referrals, etc. in database and case notes
- Ensure mental health and crisis services are coordinated and accessed in a timely manner
- Manage tasks using effective time management and attention to detail
- Consult with Program Director, Clinical Supervisor and peers to develop own knowledge and skills to strengthen self-development as a counselor
- Effectively monitor and evaluate programs, services and activities through completing weekly status change sheets and submitting to Program Director and Clinical Supervisor
- Set appropriate boundaries with clients and families; build positive and professional relationships
- Accurately track hours via Paycom
- Adhere to and uphold policies and procedures that reflect the organization's mission and values

Additional Duties & Responsibilities

- Work with diverse populations in a culturally competent manner
- Complete a variety of administrative and clerical duties such as managing files and records, following up on phone calls, completing reports and tracking data
- Ensure assigned tasks and responsibilities are performed in a timely manner
- Professionally answer phones and provide customer service
- Communicate needs and concerns clearly and document services and correspondence in a clear and concise manner in accordance with program standards
- Adapt and be flexible; must be able to collaborate and use resources effectively
- Follow safety procedures and recognize potential issues at site and communicate with supervisor as needed



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- Maintain communication with supervisor to follow scheduling and callout procedures
- Maintain accountability to complete minimum commitment of hours and notify Program Director and Human Resources Coordinator of internship requirements (i.e. evaluations, meetings, signed agreements) in a timely manner

Qualifications

- Must be at least 21 years old
- Currently completing MA/MS degree in Social Work or *Associate* – Current LCSW or ACSW registered with BBS or current licensed MFT or MFT registered Associate with BBS
- Bilingual capabilities a plus (Spanish or Vietnamese)
- Must have and maintain valid Professional Liability Insurance (Malpractice Insurance)
- Reliable transportation, safe driving record, valid CA driver license, at least 2 years of driving experience and current automobile insurance

Requirements

- Position may require standing/sitting for extended periods of time, dexterity of hands and fingers to operate office equipment, reaching overhead, above the shoulders and horizontally, bending at the waist; hearing and speaking to communicate and provide information to others; speaking to be heard before groups of people; position may require to lift, carry, pull or otherwise move objects between 10-20 pounds
- Must provide TB Test results, clear background check and MVR background check

Signature

Printed Name

Date