



## **JOB DESCRIPTION – AFC Social Work/ RN Internship**

**REPORTS TO:** AFC Assistant Director/ Clinical Supervisor

**SUMMARY:**

To support the AFC program in all areas relevant to field of practice.

**JOB SPECIFIC RESPONSIBILITIES:** \*Varying depending on area of interest, but may include;

1. Provide additional support to Caregivers and AFC Members through home visits and phone contact.
2. Potential to carry small caseload under the close supervision of Staff Mentors.
3. Maintain all confidential files—including sorting and filing information accurately.
4. Preparing and sending outgoing mailings and packages.
5. Researching training material that can be used for Caregiver in-service education.
6. Perform other duties as assigned by AFC Assistant Director and Program Director.

\*Open to project proposals for other areas of interest within the scope of practice.

***QUALIFICATIONS:***

1. Enrolled in BS/BA, BSN or BSW program.
2. Interested in working with at-risk population and individuals with developmental disabilities.
3. Proficient in effective communication and building strong rapport with community partners.

***MCS WIDE RESPONSIBILITIES AND STANDARDS:***

1. Exhibits a positive work ethic, thus enabling the agency to render care in the most professional manner.
2. Acts in a manner consistent with reporting to work as scheduled.
3. Adheres to all safety regulations and policies.
4. Has reliable transportation.

Contact Rose Blomgren, [roseblomgren@mcsnet.org](mailto:roseblomgren@mcsnet.org) for more information or to schedule and information meeting.

Updated on 10/12/2017