

Muskingum County Board of Developmental Disabilities

SOCIAL WORK INTERN POSITION DESCRIPTION

Under the general direction of the Early Childhood Supervisor and the Director of Community Services, this internship offers a unique experience of working side by side with Early Intervention and Service and Support Administration Teams; providing an opportunity to work with individuals of all ages and develop an understanding of individual service plan and development, self-advocacy, Medicaid programs offered, and the general services and supports provided to people with disabilities and their families served by the Muskingum County Board of Developmental Disabilities.

ESSENTIAL FUNCTIONS & RESPONSIBILITIES:

- Understand and practice professional ethics in keeping with the confidentiality of information and material with which he/she may come in contact.
- Model at all times, appropriate social and moral behavior.
- Promote good public relations with parents, advocates, community organizations, professionals and other interested parties.
- Must have experience with technology and have the ability to type (i.e. routine typing of forms, letters, invoices, labels, etc.), file, operate office machines, and work without direct supervision.
- Must have personal transportation available during working hours.
- Effective oral and written communication skills required.
- Must be able to maintain confidentiality of both oral and written communications and records.
- Must maintain a valid driver's license and maintain a status of insurability for motor vehicle insurance. Must maintain insurance coverage on personal vehicle used in the performance of job duties for the Board according to Board Policy.
- Perform any and all other duties as required and/or directed by the Early Childhood Supervisor, Director of Community Services and/or Superintendent.

WORKING CONDITIONS:

- Must be able to cope with stressful situations as related to individuals with other developmental disabilities.
- May be exposed to challenging behaviors, which may cause injury and require the use of intervention techniques.
- May be exposed to contagious diseases and blood-borne pathogens.
- May be exposed to occasional safety hazards including but not limited to slips/falls, falling objects, hazardous chemicals/materials, cuts, burns, and eyestrain.

PHYSICAL REQUIREMENTS:

This position requires various levels of the use of the senses of sight, hearing and smell. It also requires physical agility, strength, and manual dexterity. Must be able to lift individuals with physical disabilities as well as non-ambulatory individuals according to labor laws. Physical conditions that prohibit lifting, bending, pushing, and pulling preclude appointment to this position.

QUALIFICATIONS:

- College student who is actively seeking a degree relative to social work, special education, education, or other related field.
 - Must adhere to physical, drug and alcohol screen, background checks, and drivers abstract.
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I have read the position description and understand it to be accurate of my duties and responsibilities. I shall faithfully perform the usual and customary duties of the position, including, but not limited to, those duties specified in this description. I am able to perform the essential functions of this position with or without reasonable accommodation. The foregoing is not intended to represent an exclusive listing of duties and worker characteristics included within the position. Other duties and worker characteristics may be required which serve to meet the boards operational and program objectives.

I agree that in working as an intern for the county board, that I am not entitled to and shall not claim any of the rights, privileges, or benefits of an employee of the county board or any or all of its subsidiaries or affiliates.

Intern

Date

Appointing Authority

Date

The Muskingum County Board of DD does not discriminate against any person because of race, color, religion, sex, national origin, handicap, age, ancestry or disability.