

Social Work Intern Job Description

Job Summary

The Social Worker Intern for CFNC assists with providing quality case management, educational workshops, and community resources for preschool children and their families.

Job Responsibilities:

- Act as a mandated reporter on all incidents of child abuse and neglect.
- Assist with classroom observations to identify developmental delays and behavioral issues.
- Provide timely follow-up calls and reminders for clients as necessary
- Measure and analyze clients outcomes for funding purposes
- Research community resources for clients in Alexandria, VA
- Organize educational family workshops and in-house health screenings
- Create bilingual announcements and flyers for family services trainings and events
- Participate in any necessary professional development trainings
- Assist Social Workers and Office Administrator with other projects as required

Experience, Essential Skills and Personal Characteristics:

- Must be able to maintain confidentiality and work in a professional manner
- Must be able to maintain appropriate client boundaries.
- Must be comfortable working with diverse clients and children.
- Must be able to maintain appropriate client boundaries
- Must be able to maintain confidentiality and work in a professional manner
- Must be comfortable working collectively on group projects, workshops, and other assignments
- Must have experience working with MS office suite and hold strong organizational skills.

Prerequisites:

- Must hold High School Diploma or GED
- Must hold some bilingual speaking skills in (Spanish-English)
- Must have knowledge working with MS Office programs (I.e. Microsoft Word, Outlook, Publisher, and Excel)