



Job Description: Generalist Social Work Intern

Position/Role Purpose:

The purpose of this role is to support and implement Potential Realized's strategic plan throughout the organization while strengthening the intern's skills, competencies, and ability. Your classroom learning will be applied to programs and projects throughout this internship.

Hours of Operation: 9:30a – 6:30p Monday through Friday

Primary duties:

- Complete consultation calls for new potential therapy clients
- Data entry and payment posting
- Complete intakes, biopsychosocial assessments, and evaluations
- Attend weekly supervision
- Assist with research project tasks
- Complete all required trainings
- Engage community and clients via assigned platforms
- Update engagement platforms with current, accurate agency data
- Maintain confidentiality of all company data and comply with HIPAA
- Research journal articles, prepare literature reviews, and develop slide shows, white papers, and supporting documents for specific social issues
- Seek funding and in-kind donation opportunities and write grant proposals
- Track donor and volunteer engagement in DMS
- Attend fundraisers for clients, weekly or monthly trainings, and required special events defined by leadership
- Develop volunteer opportunities
- Help with monthly newsletter
- Help coordinate events
- Help develop fundraising and communications plans
- Help develop accreditation compliant policies and procedures
- Assist with program development, implementation, and evaluation
- All other duties as assigned

Format: Hybrid

Direct Contact/Reports to: CEO

Pay Range: N/A

Vacation/Time-Off/Benefits: N/A

Skills and Minimum Requirements:

Candidates must be enrolled in a CSWE accredited BSW or MSW (or similar) program. Candidate must have strong

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documentation skills, verbal communication, organizational skills, decision-making, and integrity. Candidate must have private, confidential setting within which to work virtually, with reliable computer, WIFI, and mobile phone. Candidate must be available and flexible to work with various constituents to help them achieve their goals. Candidate must also be available to work a specific weekend each month in cooperation with Potential Realized's schedule.

Acknowledgement

By signing below, you acknowledge that you have read and understand the requirements of this position. You also acknowledge that this does not create an employer-employee relationship and that your acceptance is contingent upon a favorable criminal background check, as applicable with Georgia State Law. You also acknowledge that if you are accepted as an intern, it is at-will of both you and Potential Realized and your internship can be terminated at any time with or without notice.

Intern Signature

Date