

COMMUNITY CONSOLIDATED SCHOOL DISTRICT 21 SOCIAL WORK INTERNSHIP

Employee Group: Internships

Purpose

Community Consolidated School District 21 is seeking school social work interns for the upcoming school year. CCSD21 is a school district with a diverse student population with students from preschool to eighth grade. The social work internship is not paid; however, the experience will be very comprehensive and prepare you for your career.

Through a gradual release of supervision, a social work intern's responsibilities and opportunities may include:

Essential Functions

- Learning to conduct social-emotional skills based groups and individual sessions based on student need.
- Participating in Problem-solving Team and IEP meetings.
- Acting as a resource for parents and teachers.
- Facilitating the creation and implementation of behavior intervention plans.
- Collaborating in creating school-wide programs and activities that lead to positive behavior and culture.
- Responding to individual student crises and district wide crises.
- Implementing social and emotional skills interventions and prevention programs.

Other Functions

- Performs other duties and responsibilities as assigned.
- Attends conferences, workshops and meetings as required for the purpose of conveying and/or gathering information required to perform job functions.

Job Requirements

- Enrolled in a masters-level social work program.
- Being fluent and literate in Spanish, Polish or Russian is preferred.

Specific skill and knowledge-based competencies required to satisfactorily perform the functions of the job include:

- Federal, state, and district policies, regulations and laws pertaining to job functions.
- Preparing and maintaining accurate records.
- Business appropriate grammar and punctuation in English.
- Reading and spoken fluency and comprehension in English.
- Basic mathematical skills (addition, subtraction, multiplication, division).
- Safety practices.
- Operation of standard office equipment including using pertinent job-related software applications.

Specific ability-based competencies required to satisfactorily perform the functions of the job include:

- Maintaining high standards of confidentiality.
- Communicating tactfully and courteously with diverse groups.
- Effectively presenting information in one-to-one and group situations.
- Working independently, staying focused on tasks, and assuming responsibility for assigned projects and duties.
- Making sound decisions on the basis of available information.
- Maintaining accuracy of work products.
- Demonstrating fiscal responsibility.
- Adapting to changing work priorities.
- Working collaboratively as part of a team.
- Demonstrating behavior which promotes positive relationships.
- Respecting the opinions of others.
- Demonstrating the ability to manage conflicts.
- Applying common sense understanding to carry out instructions.
- Maintaining professional integrity.

Specific physical ability-based competencies required to satisfactorily perform the functions of the job include:

- Utilizing computer keyboards and screens to enter, retrieve, and transform information or data.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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