



ARDYN HOPE

Ardyn Hope INC
presents a
Intern Job Description

Ardyn Hope INC is looking for interns who are passionate and excited about the opportunity to impact the community. We are a 501c3 organization, whose mission is to improve the quality of life for vulnerable and at risk families through mental health educational groups, life skills training, and mentoring services. **You can have a role in that!** You will have exposure to diverse groups while you learn tangible ways to impact the local community. Interns will have the privilege to help foster those relationships and help improve their lives. You will be a part of creating programs and helping provide services to those in need. Supervision will provide you the opportunity to learn and shadow professionals in their expertise. Along with all this, you will have a voice through routine feedback to evaluate and add to the intern role in our organization. We know you want to make a difference. We are ready for YOU to help us do that. Below is a list of Duties and Responsibilities that we are eager to plug you into and get your help in making a difference in the community.

Major Duties and Responsibilities:

- Build relationships with the community, institutions, and organizations as well as maintain and elevate existing relationships.
- Host regular meetings to develop partnerships and build rapport internally and externally.
- Maintain communication through email, newsletters, phone calls, and social media.
- Monitor community engagement activities, contribute to reports, and participate in the development of program evaluation projects.
- Facilitate and/or co-facilitate process groups'.
- Assist with resources for families and individuals.
- Involvement in community collaborative and/or meetings.
- Actively participate in individual and group supervision and consultation groups.
- Participate in local networking and training opportunities.
- Complete a psychosocial assessment on all individuals and family clients.
- Administrative duties: answer phones, follow-up on emails in a timely manner.
- Proficient in Word, Excel Spreadsheet, and Power point.
- Provide routine feedback and evaluation to better the "intern role" in the organization.
- Essential duties are listed above, yet other duties maybe assigned.

Minor Duties and Responsibilities

- Administrative duties: Handling external or internal communication system(s).
 - Clerical tasks- scanning and printing preparing and editing letters, reports, memos and emails
 - Answer and direct phone calls



- Reply to email, telephone or face to face inquiry
- Running errands, ie., supply store etc.

Qualifications for the Job:

- Education:
 - Required to be currently enrolled in a bachelor's Social Worker with an accredited University, Generalist master's level social work student preferred.
 - Bachelor's level students are required to be in their degree course work; in their internship course.
 - Able to pass drug screen and background security clearance.