



Intern Director

Reporting to the Director of Operations, the Intern Director will be responsible for supervising PTM's BSW and MSW students, training staff and volunteers, leading PTM's LEAP Year program, and referring PTM families to social services not provided through Preston Taylor Ministries. Through this role PTM is more successful at empowering children and youth to develop a love for learning, discover their God-inspired dreams, and build joy-filled friendships.

Responsibilities

General

- Represent PTM and its mission formally and informally.
- Participate meaningfully and significantly in staff meetings.
- Be personally familiar with all PTM programming.
- Must have a MSW or MSSW and 2 years' social work experience post masters

Staff

- Lead or coordinate mandatory trainings:
 - ACEs training every other year for staff and yearly for Social Work interns.
 - Cultural Competency training every other year
 - Trauma-Informed Care Training every other year
 - Communications training yearly
- Provide orientation to LEAP Staff and Social Work Interns
- Provide additional training as requested for staff, volunteers or interns
- Refer PTM families to services PTM does not provide.
 - Maintain and update resource guide of agencies each semester
 - Build relationships with community agencies

Social Work

- Lead individual and group counseling session at PTM programming.
- Field Instructor at PTM for area Social Work programs at colleges and universities.
- Individual supervision of SW interns (1 hour per week per intern) and Group Supervision
 - Complete Learning Plan for each student
 - Work with student to create assignments that fit practice behaviors for each CSWE Competency
 - Create student schedules based on students' requirements and PTM requirements/needs.
 - Complete Midterm Evaluation and Final Evaluations for each student
 - Meet mid-semester with the Faculty or Field Liaison of student to update on progress or concerns
 - Attend school trainings for each student at each program (orientations, appreciation lunches, field instructor trainings)
 - Organize and purchase materials for SW group projects and activities
- Lead in the maintenance of social work files

- Create Treatment Plans for Individuals
- Create Outlines for Group Meetings
- Write Curriculum using Evidence-based practices
- Purchase Curriculum for group needs
- Create research based opportunities for policy competency for Learning Plan
- Create pre-test and post-test for each group or use an evidence-based one that was ordered
- Score the pre and post tests and compare results
- Coordinate SW Interns to attend a board meeting
- Coordinate Community Outreach Project (I.e. Needs Assessment, Parent Survey for Food Dessert Research)
- Interview coordinator
- Placement coordinator
- Grant coordinator
- Receive and process staff referrals for individual and group social work needs
- Onboarding and training of social work interns
- Off boarding and celebration of social work interns

LEAP

- Lead in the recruitment of LEAP interns
- Interview coordinator
- Creator of job descriptions
- Create roles for supervisors
- Train supervisors on their roles and expectations
- Creation and distribution of LEAP manual
- Leader and coordinator of LEAP orientation
- Organize LEAP celebration meals three times per year (including the orientation meal)
- Recruitment, training and maintenance of Host families
- LEAP House manager including preparation, move in scheduling, house rules, and move out procedures
- Individual supervision (1 hour per LEAPer weekly) including professional development, spiritual development and urban ministry training
- Group supervision (1 hour every other week) including professional development, spiritual development and urban ministry training
- Manage conflict within LEAP cohort (includes mediation skills, conflict resolution skills)
- Contribute to and attend LEAPer performance reviews
- Off boarding and celebration of LEAPers

Work Schedule

The Intern Director position is a full time exempt position with a personally workable schedule allowing for regular check-ins with all interns, appropriate staff and volunteers. Generally the work hours would be during the day; however there will be some evenings and weekend opportunities.

Benefits

- Salary: \$37,750 per year.
- Benefits: Optional enrollment in PTM's healthcare plan.
- 15 days of paid vacation and 2 sick days.