BIG BEND CARES
2201 South Monroe Street
Tallahassee, Florida 32301
850.656.AIDS tel
850.942.6402 fax

www.bigbendcares.org

AIDS doesn't care who you are. We do.

INTERNSHIP JOB DESCRIPTION FORM

POSITION TITLE
SOCIAL WORK INTERN

DEPARTMENT / AGENCY	DEPARTMENT / AGENCY CONTACT
Volunteer/Case Management/Big Bend Cares	Melissa Walton

DEPARTMENT / AGENCY ADDRESS	TELEPHONE AND FAX NUMBERS
2201 South Monroe, Tallahassee, FL 32301	850-656-2437 x225 Fax 850-942-6402

DEPARTMENT / AGENCY CONTACT E-MAIL
mwalton@bigbendcares.org

MAJOR OBJECTIVES

Provides social work and client advocacy services to clients of Big Bend Cares. Provide prevention education to the community.

MAJOR RESPONSIBILITIES

- Participating in intake procedures, assessment of need and linkage to services for HIV positive clients.
- Monitors the follow through of referrals and appointments.
- Maintains and reports caseload data as requested.
- Completes pre-intakes as required.
- Helps to coordinate and participate in the Youth Corps providing HIV prevention education.
- If able, attend HIV Counseling and Testing Training and become a certified HIV tester.

QUALIFICATIONS

Social Work or Social Service Majors. BSW and 1st year MSW students and other degrees.

TIME AND PLACE

We are open 8:30 – 5:30 M-Thur and until 4:30 on Fridays

COMMITMENT

One academic semester. During the Fall, you must intern full-time at least 27 hours a week. We will take part-time interns during the Spring and Summer; however preference is given to full-time interns. If you are not able to "intern" with those hours, please contact us for general volunteering.

BENEFITS TO THE VOLUNTEER

Case Management skills; Health Education skills.