

# Community Living Intern

## Reach for Resources, Inc

### Job Title: Community Living Intern

### General Job Summary

The Community Living intern(s) offers 1:1 support and training to enhance the independent living skills and community integration of adults with developmental disabilities. School year interns offer 12 to 20 hours per week of service as follows:

### Major Duties and Responsibilities

1. Develop a small caseload of individuals for 1:1 support/training services as assigned.
2. Review, develop, and enhance the individual services goals/plans/outcomes for each assigned case. Locate and connect clients to needed community resources.
3. Conduct weekly face-to-face training and support meetings in individual client homes.
4. Maintain case notes and billing records as assigned.
5. Participate in biweekly supervisory meetings as assigned.

### Other Duties and Responsibilities

1. Participate in community building activities
2. Maintain fieldwork journal and time sheets
3. Participate in midterm and year end evaluations
4. Other duties as assigned

### Experience Preferred:

Prior work or volunteer experience serving people with disabilities is preferred, as is an interest in working with people with developmental disabilities.

### Other Requirements:

- Flexible schedule with availability at least 2 evenings per week from
- Ability to pass criminal background check & clean driving record
- Familiarity with using Microsoft programs: word, excel and outlook or other email services
- Access to a car in good working order with proof of insurance

Intern Signature: \_\_\_\_\_

Date: \_\_\_\_\_