

Catholic Charities, Diocese of Nashville

Address: 2806 McGavock Pike Nashville, TN 37214

Website: <https://cctenn.org/>

Catholic Charities, Diocese of Nashville provides a variety of services, and we have internship opportunities available in several departments for both undergraduate and graduate students.

To highlight a few:

Clinical

HOPE Program/Trauma Counseling: The HOPE program provides trauma and loss counseling to primary and secondary victims of homicide, assault, domestic violence, or robbery within Davidson County. Prefer someone fluently bi-lingual in Spanish or other language. **Prefer 2nd year MSW**, available each Fall. Intern responsibilities may include:

- Assisting in home visits to speak with parents and guardians about the program
- Assist/observe/lead individual and group counseling with children at school, home, or office setting and/or with their parents or guardians.
- Maintaining record of activities and submitting timely and accurate reports
- Maintaining current records of all activities according to agency guidelines
- Providing information and referrals to other agencies
- Attending staff meetings within the Clinical Services Department

Individual and Family Counseling Program: Families, couples, and individual counseling is offered at several locations in the Nashville area. Counseling is offered in both English and Spanish; prefer someone fluent in Spanish. **2nd year MSW**. Intern responsibilities may include:

- Responding to callers seeking information about counseling services, screening for appropriateness for services and providing referrals as needed
- Providing counseling to families, couples, and individuals referred for service, formulating and implementing treatment plans, and adjusting plans in carrying out pre-determined goals
- Attending staff meetings within the Clinical Services Department
- Maintaining current records of all activities according to agency guidelines.

School Counseling: Catholic Charities Clinical Services offers counseling at several of the Catholic elementary schools (Pre-K – 8th grades) within the middle Tennessee area.

Intern responsibilities may include:

- Providing individual and small group counseling services to youth in grades Pre-K – 8th
- Conducting Safe@Last curriculum workshops in classrooms
- Providing topical classroom workshops that focus on learning social/emotional/communication skills
- Communicating with parents or guardians and obtaining their written authorization to work with their child, as well as updating them on the progress of their children
- Maintaining current records of all activities according to agency guidelines
- Attending staff meetings within the Clinical Services Department

Pregnancy and Adoption Counseling: Provides counseling and prepares families for international adoption, domestic adoptions, and to be foster parents; includes supporting parents during the post adoption phase. Intern responsibilities may include:

- Providing education and assistance for families wanting to adopt or be foster parents

- Conducting home studies for families preparing for international and/or domestic adoption and/or foster care
- Supporting families in post adoption phase by completing reports and providing supportive counseling and referrals
- Maintaining and recording activities according to agency guidelines

Seniors Counseling Program: Provides individual and group therapeutic counseling services for senior citizens; service areas include the west and north sections of Nashville.

Intern responsibilities may include:

- Conducting assessments
- Providing therapeutic counseling and light case management to senior citizens in their homes
- Assisting therapists with art-therapy groups at Villa Maria Manor apartments in the west Nashville area
- Maintaining current records of all activities according to agency guidelines
- Attending staff meetings within the Clinical Services Department

Community

Family Empowerment Program: Works with families on housing stability and overall needs. Includes Housing Support which provides case management for families who are at risk of, or currently experiencing, homelessness in Davidson County; and Expanding Coaching which provides case management for families who are at or below 250% of the poverty line, and who are either a) accessing services through McGruder Family Resource Center; b) employed at Saint Mary Villa Early Learning Center; or, c) have a child enrolled at Saint Mary Villa Early Learning Center.

Intern responsibilities may include:

- Providing case management services for families enrolled in the program
- Working with families on overall stability and goals with a Care Team
- Assisting in planning and hosting family events to build social capital
- Developing and sustaining a coordinated effort for recruiting volunteers from surrounding Catholic parishes and the larger community
- Participating in regular staff meetings, training programs, and supervisory sessions
- Maintaining and recording activities according to agency guidelines

Hunger Relief: Works with families and individuals who are experiencing food insecurity. Our goal is to ensure that nobody goes hungry, and we work to achieve this goal through Loaves and Fishes, located at Holy Name Catholic Church and by offering food boxes at the main Catholic Pastoral Center, McGruder, and South Nashville. In addition to hot meals served at St. Stephens every Thursday, we also have a partnership with local restaurants and other non-profit organizations to provide ready-to-eat meals in portable containers. Internship responsibilities may include:

- Participating/visiting the day shelter
- Coordinating work with and for volunteers
- Working with in-crisis populations of various mental health concerns and diverse backgrounds
- Assessing needs of clients and coordinating local resources to assist
- Participating in staff meetings, training programs, and supervisory sessions
- Maintaining and recording activities according to agency guidelines

McGruder Center: McGruder Family Resource Center serves all of North Nashville from a central location on 25th Avenue. Services offered at the center include job training, housing security, and basic needs assistance, family and adult programs, and children and youth programs. McGruder frequently hosts community meetings and offers residents recreational opportunities, including fields, courts, and a

community garden, in addition to working with more than 20 community partners to help North Nashvillians improve the quality of their lives. Ideal for a generalist student or macro concentration student. Intern responsibilities may include:

- Conducting intake and assessments
- Referrals to other agencies
- Education and outreach to community partners
- Scheduling and facilitating community partner meetings
- Participating in staff meetings, training programs, and supervisory sessions
- Maintaining and recording activities according to agency guidelines

Living at Home Program (Senior Citizens): Provides case management services to senior citizens to help them remain in their homes. Service areas include the west and north sections of Nashville.

Intern responsibilities may include:

- Conducting intakes and assessments
- Providing case management services to include, but not limited to, running errands for seniors such as picking up prescriptions, transporting seniors to their doctor's appointments, and providing and assisting with connection to outside referrals as needed.
- Participating in regular staff meetings, training, supervisory meetings
- Maintaining and recording activities according to agency guidelines.

South Nashville Family Resource Center: Family resource center located at Casa Azafran Community Center. Services include Hispanic family services, immigration services, emergency housing assistance,

short-term basic needs assistance, job seeking skills, financial literacy, and emergency food assistance.

Ideal for a generalist student or macro concentration student. **Spanish speaking preferred** but not required. Intern responsibilities may include:

- Conducting intake and assessments
- Referrals to other agencies
- Education and outreach to community partners
- Participating in staff meetings, training programs, and supervisory sessions
- Maintaining and recording activities according to agency guidelines

Tennessee Serves Neighbors County Expansion: Family resource center model with co-located community partners. Services are provided to address food insecurity, housing instability, unemployment, and emotional and physical well-being with the goal to increase client self-sufficiency. Targeted case management. Currently serving Montgomery, Maury, and Coffee counties. Prefer generalist, community, or leadership concentration social work student. Intern responsibilities may include:

- Conducting intakes and assessments
- Helping develop family plans to address immediate and long-term needs
- Motivational interviewing
- Referrals to other agencies
- Community outreach/education
- Maintaining and recording activities according to agency guidelines

Disaster Relief and Short-Term Services: The work includes short-term assistance, such as emergency cash assistance and meals, to long-term recovery, such as counseling and job-training. We also open our community facilities to other organizations providing ongoing disaster relief and recovery. Intern responsibilities may include:

- Conducting intakes and assessments

- Referrals to other agencies
- Collaborating with other agencies to meet client needs
- Maintaining and recording activities according to agency guidelines

New Americans: This program serves new Americans with English language learning, housing, employment, basic needs and legal assistance, and achieving self-sufficiency.

Intern responsibilities may include:

- Assisting with/conducting intake assessments
- Assisting/conducting individual and group counseling
- Assisting/completing required applications/paperwork
- Maintaining current records of all activities according to agency guidelines
- Attending staff meetings within the department

Refugee Youth Program: A therapeutic afterschool (and summer) program for refugee, asylee, and migrant children that have experienced complex trauma. The purpose of the program is to mitigate the impact of complex trauma and Adverse Childhood Experiences and to provide academic support and enrichment to children whose education has been interrupted by violence, poverty, oppression, and discrimination. Intern responsibilities may include:

- Assisting with/conducting intake assessments with youth and their parents
- Assisting/conducting individual and group counseling with youth
- Maintaining record of activities and submitting timely and accurate reports
- Attending staff meetings within the Clinical Services Department and the Refugee and Immigration Department

Refugee Family Education Program: The Refugee Family Education program supports refugee resettlement to help refugees living throughout the Nashville community achieve self-sufficiency through the Caregiver and Cultural Orientation Programs. The position schedule is Thursday and Friday from 9:00 am to 2:00 pm with some flexibility dependent on client schedule. Intern responsibilities may include:

- Assisting in the implementation of trauma-informed programming for refugee families.
- Transporting refugee families to and from programming in agency vehicles.
- Creating, planning, and implementing relevant education curriculum for refugee families
- Providing Cultural Orientation sessions for newly arrived refugee families.
- Creating and implementing trauma-informed programming.
- Completing needs assessments to create and implement effective programming.
- Maintaining compliance with grant funder requirements.
- Maintaining current records of all activities according to agency guidelines
- Attending staff meetings within the Refugee and Immigration Department

Refugee Older Adults Program: The refugee older adults program provides support services in a group format to assist elders as they adjust to life in the United States. Services take place three days a week and include ESL instruction, social acclimation, and recreational activities. Special emphasis is placed on health and wellness. This position is primarily based at the Catholic Pastoral Center but serves refugee older adults living throughout the Nashville community. Services are provided three days per week. Intern responsibilities may include:

- Assisting in the planning and implementation of citizenship and ESL curriculum and programming
- Assisting in the planning and implementation of wellness and community activities
- Assisting staff in providing case management services older adults
- Assisting staff with data collection

- Transporting program participants to and from program activities in agency vehicles.
- Creating effective trauma-informed goals and interventions for adults in the program.

Refugee Youth Mentor Program: The Refugee Youth Mentor program matches refugee youth ages 9-17 with adult mentors in the community that promote social emotional well-being support. Mentoring is a structured and trusting relationship that brings young people together with caring individuals who offer guidance, support, and encouragement aimed at developing the competence and character of the mentee. This position is primarily based at the Catholic Pastoral Center but serves refugee families living throughout the Nashville community through the Youth Mentor Program. The position schedule is Monday through Friday in the late afternoon/early evening with some flexibility dependent on client schedule. Intern responsibilities may include:

- Help facilitate in-person Initial Match meetings and Mentee Enrollment meetings
- Assist with volunteer recruitment and give presentations about becoming a mentor to community organizations
- Assist with designing and implementing monthly events for mentors and/or mentees.
- Assist with conducting outreach calls to prospective mentees; identify their interest in joining the Youth Mentoring program and gather information about their goals and areas of focus for the program.
- Assist with updating program materials
- Assist with identification of potential community partners
- Assist with management and administration of youth programming
- Assist with trauma-informed mentor training

Safe Passages Family Reunification Program: Safe Passages reunites unaccompanied, undocumented minors who have been apprehended by immigration authorities with sponsors in the U.S. The internship is primarily based at the Catholic Pastoral Center but serves unaccompanied minors and their sponsors living throughout the Nashville community. Bilingual in Spanish and English is required. Intern responsibilities may include:

- Complete 40 hours of training on the Safe Passages Family Reunification program
- Provide case management service for up to 6-10 youth/families according to program mandates
- Conduct home studies and assessments with prospective sponsors to assess the suitability and safety of the potential placement, home, and verify relationships
- Utilize training and expertise to assess safety and well-being of minors and subsequently make all necessary reports in a timely manner.
- Document all services and activities and ensure client files are accurate, complete, and up to date.
- Serve as liaison with other community agencies, health providers, and professional partners.
- Complete any required reports or data collection activities as prescribed by funders, partners, or agency leadership in a timely and accurate manner.
- Creating effective trauma-informed goals & interventions for children in the Safe Passages program

CASA of Sumner County

182 W Franklin St, Gallatin, TN 37066

Mission: Be the Voice. The vision of CASA is to shorten the length of time every abused and/or neglected child spends in the juvenile court system and to ensure each child is provided a safe, stable, and permanent home.

Court Appointed Special Advocates (CASA) are community volunteers trained to be voices for children who have been abused and neglected and are under the protection of the court. The CASA program was created to recruit, train and support diverse volunteers as they establish relationships with children and act as the 'eyes and ears' of the judge to provide information needed so that informed decisions can be made in their cases. A CASA volunteer is often the only stable adult presence in a child's life.

Interns with Sumner County CASA will:

- Complete formal volunteer training,
- Accompany the court liaison to weekly court hearings
- Attend DCS Child and Family Team meetings
- Support CASA with fundraisers, assist with office tasks and discuss ongoing issues in child welfare.
- Upon completion of volunteer training, the intern may be assigned a case, at the field supervisor's discretion and if it makes sense with regard to the possible length of the case and the intern's availability or willingness to continue potentially beyond the time of the internship.

The Sumner County CASA court liaison is an LCSW and able to supervise as needed for BSW or MSW students.



Internship Opportunities

updated Feb. 2020

Counseling Programs

FCS provides low and no-cost individual and family counseling services where they are needed most, both at our main office and at numerous community-based partner locations. Therapists cover a full range of concerns from family counseling to domestic violence and substance abuse.

We accept counseling interns who are enrolled in master's level programs (social work, psychology, clinical mental health, etc.). Previous experience in a clinical or case management role is preferred.

Child Welfare

Our child welfare program provides counseling support for children who have a parent or caregiver with substance use/abuse issues. Another program provides counseling/support for birth parents experiencing grief and loss due to termination/surrender of parental rights.

We accept child welfare interns who are enrolled in master's level programs (social work, psychology, clinical mental health, etc.). Previous experience in a clinical or case management role is preferred.

Crisis and Information Services

Our crisis line is staffed by trained Crisis Specialists that provide free and confidential telephone counseling to anyone experiencing a crisis, 24 hours a day, 7 days a week. Counselors assist callers coping with thoughts of suicide, grief, depression, anxiety, domestic violence, divorce, parenting problems, addiction or serious mental illness.

We accept CIS interns who are enrolled in bachelor's or master's programs in social work, psychology, mental health, or related fields. Evening/weekend hours may be possible with this internship opportunity.

Community-Based Services

Davidson County Relative Caregiver Program (DCRCP): This program provides emotional and practical support for children whose parents cannot care for them due to substance abuse, abandonment, incarceration, or mental illness. Caregivers (many of whom are grandparents) also receive support as they struggle with their own challenges while raising a relative child. The goal of DCRCP is to keep these families together and keep children out of the child welfare system.

We accept DCRCP interns who are enrolled in bachelor's or master's programs in social work or related fields (master's level preferred). Some evenings/weekends are required.

Family Resource Centers (FRCs): Family Resource Centers are a one-stop shop to meet the practical and social service needs of school-aged children and their families. These needs can include food, clothing, transportation, academic assistance, health care, and more. FRCs also empower parents and community members to become engaged in their local schools through events, leadership development, and volunteer opportunities.

We accept FRC interns in bachelor's or master's level programs in social work or related fields. Some evening hours may be required.

Questions about any of these opportunities? Please contact Emily Chadwick, Staff Development & Volunteer/Intern Coordinator at echadwick@fcsnashville.org or 615-724-1328.

Health Connect America

Website: healthconnectamerica.com

Locations in Tennessee, Alabama, Mississippi, North Carolina, South Carolina, Virginia, Georgia and Florida.

Position Type: BSW and MSW Interns Unpaid

Agency Description:

Health Connect America's mission is dedicated to providing quality, affordable services to individuals and their family members. Doing so allows our clients the space to achieve their highest level of potential and so that they may reside in a safe, positive living environment. We accomplish this by living out our mission and values in all that we do.

Key Responsibilities for Interns:

- Co-facilitate Group Sessions
- Assessments
- Case Management
- Therapy for MSW

Application Process:

- Submit a cover letter, resume, and references
- Students will need to contact the office that's in the area they wish to work. Offices can be located on our website, healthconnectamerica.com

Overnight Teacher Counselor

Job Title: Overnight Teacher Counselor

Job Code: TCOVN1, TCOVN2

Position Summary

Cares for group of youths housed in a staff residential treatment center under supervision of the Supervisor.

Essential Duties and Responsibilities include the following. Other duties may be assigned:

- Gives instructions to youths regarding desirable health and personal habits.
- Plans and leads recreational activities and participates or instructs youths in games.
- Assists in resolving conflicts with residents using problem solving techniques and role playing giving residents immediate feedback on appropriate and inappropriate behavior to be implemented on an as needed basis.
- Provides a positive role model to residents by participating with residents to embody a healthy and wholesome approach to life, to develop a sense of community and to maintain a clean and pleasant environment
- Assists youth with the positive development and implementation of individual goals and objectives.
- Facilitates ongoing group evaluations throughout the day for planned groups, activities and responsibilities.
- Works harmoniously and positively with other staff and residents to develop and implement group goals and content.
- Sr. level position with supervisor arranges coverage of cottage as needed and work in place of absent staff.
- Attends cottage planning meetings and treatment team meetings to convey relevant information to other staff persons.
- Sr. level positions participate with supervisor in the employment, supervision and evaluation of staff.
- Sr. level position participates in training, orientation of new staff and on-going staff development.
- Sr. level position provides leadership through role modeling for both staff and residents
- Responsible for maintaining a safe program environment through ongoing CPI training, appropriate responses, proper restraints techniques, attendance. Adheres to treatment model and RE-ED philosophy.
- Some Teacher Counselor positions may require employee to spend nights in cottage.
- Participates in coordination and transportation of youth including driving youth to medical appointments, home visits, etc.
- Counsels or provides similar diagnostic or therapeutic services to mentally disturbed, delinquent, or disabled youths.
- Monitors with Nursing services the administration and documentation of medication (in the appropriate setting).

Position Specific Competencies

Professional Development and Leadership Takes personal initiative to identify and seek opportunities for personal and professional growth. Seeks opportunities to be a leader among their peers.

Client Empowerment Provide opportunities for client leadership, voice, and empowerment by facilitating the knowledge, attitudes, skills, and actions needed for client to influence, motivate, inform, and inspire desired actions and reactions by others.

Child/Adolescent Growth and Development understand how young adults learn, develop, and acquire language and creative expression in each of the domains: physical, social, emotional, and cognitive

Overnight Teacher Counselor

Clinical Skills comprehend a variety of individual and systemic therapeutic models and their application, including evidence-based therapies and culturally sensitive approaches. Recognize how different techniques may impact the treatment process. Deliver interventions in a way that is sensitive to special needs of the individuals (e.g., gender, age, socioeconomic status, culture/race/ethnicity, sexual orientation, disability, personal history, larger systems issues of the client). Demonstrate the ability to write and supervise the implementation of a treatment plan as well as the ability to provide individual, family or group therapy.

Cultural Competency and Responsiveness Understand diversity within and across cultures and provide an inclusive, welcoming, and respectful environment where all young adults, identified supports and families can take pride in their cultural identities, beliefs, and practices.

Families, Communities, and Schools Work with families, schools, and agencies/organizations to meet the needs of the child/youth and encourage the community's involvement with child/youth development.

Safety and Wellness Establishes and maintains an environment that ensures children/youth and families healthy physical and emotional development, safety, and nourishment.

Interactions with Children/Youth Establish supportive relationships with children/youth and families and guides them as individuals and as part of a group.

Professional Boundaries Understands boundaries, expectations, and rules which set the ethical and technical standards in the social care environment. Sets limits for safe, acceptable and effective behavior and standard of care.

Other Competencies

Accountability Accepting responsibility that results in anticipation/prevention of problem areas from actions, and problem solving inside and outside the department/organization.

Attention to Detail Taking responsibility for a thorough and detailed method of working.

Communication Communicates effectively and appropriately. Uses good judgment as to what to communicate to whom as well as the best way to get that accomplished. Speaks in a clear and credible manner, selecting the right tone for the situation and audience. Listens to others and allows them to make their point. Is able to write clearly and succinctly in a variety of communication settings and styles using proper grammar and structure; can get messages across that instigate appropriate actions.

Conceptual Thinking Understanding a given situation or problem by combining information that is readily available; identifying patterns or connections between situations that are not obviously related; identifying key or underlying issues in complex situations.

Initiative Spotting opportunities within a circle of influence; anticipating threats and acting on them; self-starting rather than waiting passively until the situation demands action.

Integrity Upholding generally accepted social and ethical standards in job-related activities and behaviors.

Overnight Teacher Counselor

Organizational Awareness Having and using knowledge of systems, situations, procedures, and culture inside the organization to identify potential problems and opportunities; perceiving the impact and the implications of decisions on other components of the organization. Understands the internal climate of the organization, including the most productive channels of communication, and makes use of the appropriate communication channels to achieve goals and objectives. Has learned about both formal and informal communication channels and understands when to stick to the formal hierarchy of reporting relationships. Understands unwritten protocols and the political aspects of how communication takes place. Avoids errors in judgment when selecting strategies for accomplishing tasks.

Relationship Building Builds rapport and develops alliances with a broad range of people. Adjusts communication style to meet the needs of individuals at various organizational levels and to meet the needs of clients. Forms alliances by demonstrating concern and respect for others, as well as by highlighting common interests and aspirations. Leave others feeling that he/she will be a trusted ally and is careful to act in ways that reinforce that trust over time. If conflicts arise takes actions that resolve conflicts in a manner that is best for both the organization and the individuals involved. Addresses complaints and problems quickly and effectively, keeps all parties informed of the status of any negotiations required, encourages employees to report problems or concerns and negotiates outcomes that are viewed as fair and even-handed.

Stress Tolerance Performing well when faced with pressure due to time frame, workload, adversity, disappointment, or opposition.

Teamwork Working as a productive member of a cohesive group toward a common goal, and contributing to team development and effective team dynamics.

Technical Expertise and Usage Acquiring and applying technical and functional knowledge in one's own technological area of specialty.

Education and Experience

- Master's degree in Social Work, Drug and Alcohol Education or Counseling, Counseling, Psychology, Criminal Justice, Guidance Counseling, Human Services, Marriage and Family Therapy;
- or a Bachelor's degree in a behavioral science that includes 30 semester or 45 quarter hours in human development, human behavior, child development, family intervention technique, diagnostic measures or therapeutic techniques will be considered
- one year experience working with youth preferred

Physical Demands

Frequently remains in stationary position for periods of time.

Regularly needs to move throughout office to access file cabinets and office machinery.

Constantly operates a computer and other office machinery such as calculator, copy machines, and printer.

Frequently moves, ascend/descend, and traverse.

Constantly must be able to communicate, detect, converse with, discern, and exchange information with clients and families regarding their therapy and care.

Frequently needs to be able to recognize, judge, and observe clients in regards to behavior and safety of surroundings.

Overnight Teacher Counselor

Occasionally participates in physical intervention and restraint of client, being able to hold 40+ pounds for a minimum of 15 minutes.

Regularly must be able to participate in all indoor/outdoor therapeutic activities. (hiking, ropes, etc. when applicable)

May also have to manage physically threatening clients and be prepared to be responsible for their own safety, and the safety of others.

The supervision, treatment and control of youth requires prolonged periods of walking and standing and physical agility.

Maybe required to run and climb flights of stairs.

The employee must frequently lift and/or move up to 50 pounds, and occasionally lift and/or move more than 100 pounds.

Acknowledgement

I have read and understand the job description for my position and by accepting employment with Youth Villages I am acknowledging that I am able to perform all of the essential functions of this position with or without reasonable accommodations

Signature _____ **Date** _____