

# Hooper Renwick - Gwinnett

## MSW Intern Job Description

- Familiarize yourself with School Social Workers duties and operations
- Assist with researching resources for families and students
- Assist the School Social Worker with initial intakes and social histories on new students.
- Assist and observe team meetings with teachers and administration.
- Assist with fund raising.
- Assist with IEP meetings.
- Build rapport with the students and develop a group program to assist them with certain identified skills.
- Attend School Social Work meetings
- Assist with Administrative Duties of the School Social Worker
- Assist the School Social Worker in obtaining items needed by identified families.
- Assist families in negotiating the application process of obtaining Medicaid, Social Security and the Medicaid Waiver.
- Learn about the special needs, treatment options, behavior approaches for students with developmental delays, mental health issues and autism.
- Observe and participate with the other two social workers for exposure to students with Emotional Behavioral Disorders.
- Tour facilities to learn more about resources in the community.
- Ability to deal with extreme behaviors and crisis.
- Assist social worker with phone calls to parents regarding some students.
- Accompany social worker during home visits.
- Help develop partners in the community.
- Advocate for students education, safety and well being.
- Assist with risk assessments and become familiar with the DSM -IV.