



Baltimore County Department of Aging

Intern Job Description

Job Title: Social Work Intern – Community Outreach (Master’s Level)

Office Location: 611 Central Avenue, Towson, Maryland, with travel to client homes required

Frequency of Service: Two days per week for first year or three days per week for second year students, September through April (unless extended arrangements are made)

Dates of Service: Monday through Friday (varies)

Time Commitment: 8:30 a.m. to 4 p.m. (varies)

Supervisor: Mary Pivawer

Summary of Position:

Social Work Interns will learn about the care coordination services provided by the Community Outreach Program to older adults in Baltimore County. The intern will actively work with older individuals, their families, and senior center groups to learn about the practice of social work and the aging process. The intern will:

- Receive an orientation to the Baltimore County Department of Aging (BCDA), the Individual and Family Services Division, and the Community Outreach Program through interviews, observation, written and web based materials
- Observe Community Outreach Specialists (COS) on home visits with clients that involve assessments or reassessments for in-home services, applications for benefits, and referrals for resources
- Observe and participate in a monthly COS team meeting or other administrative meetings, when scheduling permits
- Learn about eligibility guidelines and application processes for government benefits and other resources for older adults
- Conduct telephone interviews to recertify clients for agency services and subsidies

- Assist in the preparation of benefit applications for clients; such as food stamps, energy assistance, medical assistance, as well as BCDA programs
- Independently complete home visits to older adults to establish relationships, complete assessments, develop plans, provide emotional support, and monitor services on a short and/or long term basis
- Follow up on the details of care plans and advocate on behalf of clients to ensure benefits and services are in place
- When available, attend relevant educational workshops about social work topics and services for older adults
- Complete necessary documentation for client charts and applications
- In the second semester, lead a multi-session group in one of the senior centers
- Complete policy, programmatic, or administrative project(s) based on the student's interests and programmatic need

Objectives of Internship:

At the conclusion of the internship, the intern will:

- Have an increased understanding of social work ethics and professional behavior
- Be able to make connections between the field placement and classroom work
- Have an understanding of the principles of social justice and public policies relevant to older adults
- Increase competency in individual and group social work practice skills, including: engagement, assessment, intervention, and evaluation
- Be able to engage with a diverse range of clients from different backgrounds and circumstances
- Be well versed in the overall BCDA mission and services, and specifically the Community Outreach Program.
- Increase knowledge of services and resources available for older adults and caregivers
- Be able to understand the aging process and some physical, cognitive, and mental health issues that older adults can experience

Qualifications, Requirements, and Skills Desired:

- Interest in working one-on-one with older adults who may have cognitive, physical, and/or mental health conditions
- Good listening and verbal communication skills
- Good organization skills and attention to detail
- Good written communication skills
- Ability to maintain confidentiality of client information
- Basic computer skills and knowledge of Microsoft Word

- Reliable form of transportation for home visiting is required

Certifications (helpful but not required):

- CPR, AED and First Aid