



Job Description: Community Programs Internship

Position:	Community Programs Student
Reports to:	Community Programs Manager and/or PAR Program Manager
Position Summary:	CFS Counselling & Wellbeing provides student placements within the Community Programs stream. Placement students are offered a dynamic placement experience supporting clients from diverse populations and across the lifespan. Students can expect to gain experience supporting youth, older adults, immigrants and offenders through community-based programming and initiatives.

MAJOR DUTIES AND RESPONSIBILITIES

- A. **Engage with Diverse Populations:** Work closely with individuals from various backgrounds, including youth, older adults, immigrants, and individuals involved in the criminal justice system, to provide support, resources, and interventions tailored to their unique needs.
- B. **Assist with Program Development:** Collaborate with agency staff to develop and implement community initiatives aimed at addressing mental health needs and promoting well-being across different demographic groups. Contribute ideas for workshops, support groups, and educational content.
- C. **Provide Direct Support Services:** Offer individual and group counseling, crisis intervention, and psychoeducational workshops to clients. Support clients in navigating social services, accessing resources, and developing coping skills to address mental health challenges.
- D. **Facilitate Community Engagement:** Assist in organizing and facilitating community events, outreach activities, and support groups to promote mental health awareness, reduce stigma, and foster a sense of belonging within the community.
- E. **Documentation and Reporting:** Maintain accurate and confidential client records, progress notes, and statistical data in accordance with agency policies and procedures. Prepare reports and presentations to summarize program outcomes and impact.

KNOWLEDGE AND SKILLS

- Working knowledge of relevant provincial legislation (e.g. Mental Health Act, Child and Family Services Act) pertaining to services provided by the Agency
- Experience working with, and extensive knowledge of local community service agencies
- Demonstrate diplomacy and negotiation skills in client and system advocacy



- Excellent interpersonal, oral and written communication skills
- Proven ability to work as a team member
- Demonstrated ability to exercise sound judgement and decision-making skills
- Proficiency with Microsoft Office programs, internet research and data base systems

QUALIFICATIONS

- Community programs students must be enrolled in a relevant undergraduate or graduate degree program (i.e. Bachelor of Social Work or University Degree in the Social Sciences)
- Ability to provide services in a second language (in addition to English) will be considered an asset
- A valid driver's licence and access to a reliable vehicle