



## BACHELOR OF SOCIAL WORK INTERNSHIP

### *KIDS IN THE MIDDLE IS LOOKING FOR A* **Bachelor of Social Work Intern**

KITM is seeking a student currently enrolled in college/university seeking a career in a related field of study to assist with tasks, projects, and coordination of KITM's clinical processes. One intern will be selected and must complete two consecutive semesters (Summer & Fall).

Kids In The Middle (KITM) is a non-profit agency that helps families transition to a new way of life before, during, and after separation and divorce for the sake of creating healthier futures for all involved. Our services focus on providing support and opportunities to help them achieve goals and step into a healthy, balanced future.

***PLEASE SEND A COMPLETED APPLICATION, COVER LETTER, AND RESUME TO:***

**Heather Barnett, Chief Program Officer**  
**[hbarnett@kitm.org](mailto:hbarnett@kitm.org)**



## **KITM Bachelor of Social Work Internship Job Description**

Kids In The Middle(KITM) is seeking a student currently enrolled in college/university seeking a career in a related field of study to assist with tasks, projects, and coordination of KITM's clinical processes. One part-time intern will be selected for two consecutive semesters(Summer & Fall) working no more than 15 hours per week, between the hours of 9:00 AM and 5:00 PM. The Schedule can be negotiated with the student based on the need of the organization with leadership.

**Mission:** Kids in the middle empowers children, parents, and families during and after divorce through counseling, education, and support.

### **Skills Required:**

- Professional telephone presence including clear speech and good grammar
- Professional written communication skills to include accurate, concise, timely reports and creation of paperwork/ forms to be used with clients and internally
- Ability to empathize and quickly establish rapport with callers
- Organization skills including attention to detail, neatness, consistency, and follow-up
- Proficient computer skills
- Able to work as a part of a team

### **Responsibilities:**

#### *Coordination of Intake Process*

- Telephone Inquiries - Respond to and document all inquiries regarding Agency services
- Scheduling - Coordinate and schedule intake and treatment appointments and maintain documentation
- Data Entry - Maintain all potential and agency client and referral information in ETO and in excel spreadsheets
- Paperwork and Filing - Fill out and/or coordinate initial paperwork and closings and create files for new clients
- Files - maintain files, file room, and closed files; create new files; audit required paperwork
- Perform miscellaneous duties as requested by the Client Services Coordinator/Director of Clinical Programs

### **Working Conditions and Physical Effort:**

- Work is normally performed in a typical office work environment.
- Average physical effort with some handling of light weights such as supplies or materials on an infrequent basis(10-15 pounds)
- May require sitting for long periods of time while working at a computer terminal.

**Send completed application, cover letter, and resume to:  
Heather Barnett, Chief Program Officer  
hbarnett@kitm.org**



## Kids In The Middle APPLICATION FOR INTERNSHIP

Please complete the following application and include a resume, to assist us in assessing your eligibility for an Internship. Interviews will be scheduled via email with appropriate applicants.

### PERSONAL INFORMATION

\_\_\_\_\_  
First & Last Name

\_\_\_\_\_  
Street address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip code

\_\_\_\_\_  
Phone number

\_\_\_\_\_  
Email address

Name of University: \_\_\_\_\_

Current degree program: \_\_\_\_\_

Expected date of graduation: \_\_\_\_\_

Previous degrees: \_\_\_\_\_

### INTERNSHIP REQUIREMENTS

*Please specify the commitment you are able to make by answering the following:*

Kids In The Middle requires a **consecutive two semester** internship. For which semesters are you applying?

Check all that apply: ☐ Summer Semester ☐ Fall Semester ☐ Spring Semester

Total Hours required for this internship: \_\_\_\_\_

Number of direct hours required: \_\_\_\_\_

Number of indirect hours required: \_\_\_\_\_

What year are you in your graduate program? \_\_\_\_\_

Kids In The Middle requires interns to be at the agency **2-3 days per week**.

Which days are you available during the week?

☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday

What date would you be available to begin your internship? \_\_\_\_\_



## **EXPERIENCE**

Please list the clinical classes you have taken in school:

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What are you hoping to gain from an internship at Kids In The Middle?

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Applicant's Signature (electronic signature accepted)

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Date

**Please mail, email, or fax application and resume to:**

**Heather Barnett, Chief Program Officer  
Kids In The Middle  
260 S. Hanley Rd., Ste. 150  
St. Louis, MO 63144  
Email: [HBarnett@kitm.org](mailto:HBarnett@kitm.org)**