North Dakota Autism Center Case Management Intern

The Case Manager's primary function is to develop, integrate, coordinate, and monitor the implementation of a Person Centered Service Plan and the Overall Service Plan to ensure quality of services.

Job Description:

The Intern's role will be to assist Case Manager's in their daily tasks to ensure that quality assurance is being maintained. Intern's will take the lead on key roles a case manager plays and help manage a caseload for the time of their internship.

Responsibilities:

- Daily meetings with the Case Manager(s)
- Quality Assurance checks on data and documentation
- Running reports to determine progress on specific programs
- Participating in employee recruitment including conducting phone interviews, sitting in on in person interviews and assisting in selecting the best candidates for people served
- Attending and participating in consumer meetings
- Preparing for admission and annual meetings
- Taking meeting notes for intake, 30 day and annual meetings
- Updating consumer files after meetings to ensure information is up to date
- Assist in review/update rights restrictions for each person served
- Complete file audits of both employees and consumers to ensure quality assurance
- Other duties as assigned

Job Requirements:

- Enrolled in or have already obtained a degree in a related human service field (Human Development, Social Work, Psychology, etc.)
- Experience or an interest in working with children or adults with developmental disabilities
- Strong organizational skills
- Solid communication skills
- Must possess good written and verbal skills
- Able to work both independently and as a team
- Basic math and computer skills

Certifications, Licenses or Registration:

- Must have valid driver's license and clear driving record
- Must have cleared and approved criminal background check
- Must have legal status in the U.S.

To apply: E-mail cover letter and resume to Heidi Schultz at hschultz@ndautismcenter.org with a Re: line of "Application for Development Intern"