



*A place where healing begins.*

## Position Description

**Title:** Intern to assist the Case Manager

**Purpose:** To provide assistance to the Case Manager at the Dickerson Center for Children (DCC) for physical and/or sexual abused children. The mission of the DCC is to provide a healing environment that addresses the effects of child abuse.

**Essential Functions:**

- Enters data about cases referred to the DCC.
- Assist with tracking cases.
- Updates the referral list.
- Communicates with other professional involved with the client/case as necessary.
- Provides administrative support to include: filing, copying, typing, answering phones, etc.

**Other Function:**

- Identifies opportunities for system improvements that enhance the delivery of patient centered care.
- Identifies and evaluates product needs and provides input into the selection of new products.
- Provides orientation and supervision to new staff.