



ChattanoogaAutismCenter.org
Office (423) 423-531-6961
Fax (423) 521-8094
1400 McCallie Ave, Suite 100
Chattanooga, TN, 37404

Chattanooga Autism Center Advanced Social Work Internship

CAC Responsibilities for the Advanced Masters Student in Social Work Internship:

1. The Chattanooga Autism Center will provide the intern opportunities to acquire and improve clinical skills. These opportunities include the intern being able to:
 - a. Observe cognitive behavior therapy (CBT) sessions with individuals with disabilities of all ages.
 - b. Observe autism evaluations and other psychological testing.
 - c. Observe client intake sessions.
 - d. Receive regular supervision to discuss principles of CBT, autism, testing, intakes, biopsychosocial perspective, and other clinical topics.
 - e. Greet clients and transition them to their sessions and engage them between sessions.
 - f. Coordinate the clinical schedule with other clinicians and with clients.
 - g. Process client payments and learn the process of billing insurance.
 - h. Process and coordinate client files following HIPAA rules and ethical principles. This includes learning the best practices of keeping and maintaining client files.
 - i. Perform intake sessions with clients (with supervision).
 - j. Hold CBT sessions with clients (with supervision).
 - k. Develop and facilitate other therapy-related options (e.g., group therapy, family therapy, or support groups).
 - l. Develop treatment goals and treatment plans with client, family, and supervisor.

2. The Chattanooga Autism Center will provide opportunities for the intern to build non-clinical social work skills and other general professional skills. These skills include the intern being able to:
 - a. Develop and coordinate autism-related or fundraising-related projects and programs (annual autism conference and walk).
 - b. Work with adults with autism, children with autism, and family members in non-clinical settings and programs.
 - c. Perform nonprofit management tasks and duties.
 - d. Collaborate with other organizations and their staff.
 - e. Create content for social media and websites.
 - f. Develop connections with resource providers in the region and be able to communicate what each one offers and match people's needs to resources.



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- g. Help individuals find resources by communicating with them face-to-face, via email, or by phone.
- h. Represent the CAC at meeting, expos, and other events.
- i. Participate in board meetings, budget meetings, and other discussions that are necessary components of running a successful nonprofit or clinic.

Intern Responsibilities for the Advanced Masters Student in Social Work Internship:

1. Schedule a minimum of 12 hours per week at the CAC. Schedule needs to be consistent for each semester so the hours are the same each week.
2. Be on time and reliable. Missing or not completing more than two scheduled timeslots per semester without communicating and coordinating with supervisors in advance can result in the termination of an internship.
3. Ask questions, be part of the learning process, and communicate concerns immediately.
4. Be part of the team. This means taking initiative and identifying tasks that need to be performed without you being prompted. Do not hesitate to take the lead in greeting guests and new clients or doing things that improve the CAC's ability to serve others.

To, apply, submit the following:

1. Resumé
2. Letter of interest, including
 - a. Name and contact information
 - b. Major (minor if applicable)
 - c. Reasons why you would be a good fit for this practicum
3. Letters of recommendation from three references who can ideally comment on your writing ability and communication skills

Email application to dave@chattanoogaautismcenter.org.

Call 423-531-6961 opt 4 with questions.