

Starting Point of Ozaukee, Inc.

Intern Description

Mission Statement: Starting Point builds healthy communities by empowering individuals and families through innovative substance abuse prevention and intervention resources.

Vision Statement: Starting Point provides effective programs and resources that build communities free from substance abuse.

General Description: This individual will observe, learn, and study the agency in order to provide feedback to the Executive Director and DFC Grant Coordinator. After appropriate time observing staff and meeting with the Director and Coordinator the Intern can provide more of the services listed below. The level of responsibilities and workload will be dependent on the availability and the needs of the agency.

Potential Responsibilities:

- * Research, identify, cultivate and solicit feedback on media and technology to promote and market Starting Point of Ozaukee
- * Assist in coordinating countywide events (Fundraising Events, Drug Awareness Nights, Parent University Workshops, Strengthening Families Program, etc.)
- * Assist in the design, content, production, and use of outreach materials
- * Provide screenings, referrals, and follow-up services
- * Provide educational/intervention/referral counseling services to clients when necessary
- * Serve on assigned committees
- * Attend necessary meetings as asked to
- * Maintain on-going records
- * Abide by confidential expectation and policies staff are expected to follow

Requirements:

- * Strong commitment to SPO's mission, goals and values and ability to translate this commitment into an exciting vision when communicating with others.
- * Demonstrate experience using exceptional interpersonal skills, including effective listening, diplomacy and tact, to build strong, progressive relationships with a wide range of people.
- * Continuous desire to learn and translate learning into action and results; open to change, keeps skills current to improve the way responsibilities are accomplished.
- * Excellent written and public speaking skills – articulates vision and goals in a compelling way.
- * Self-starter able to work independently and as part of a team.
- * Demonstrate proficiency in computer skills, such as Windows, PowerPoint etc.
- * Commitment to ATOD education and prevention.
- * Available to work evening and weekends when necessary.

Reports to: Executive Director