



Naperville

External

EMPLOYMENT OPPORTUNITY

Job Title: Social Work Intern- Non Paid Internship

Closing Date: Applications accepted March 10th, 2025 - May 10th, 2025

Job Type: Intern

Location: Police Department - 1350 Aurora Avenue, Naperville, Illinois

Department: Police Department

Job Description:
The City of Naperville is seeking an unpaid, social service intern for the upcoming academic year.
HOURLY RATE: <i>This will be an unpaid internship in return for supervision provided by a LCSW level clinician.</i>
Responsibilities:
Maintain a caseload of incident reports to address follow up needs and provide appropriate social service responses.
Perform crisis intervention. This may include assessing an individual's well-being to determine their need for immediate emergency intervention or referral and linkage to appropriate treatment needs.
Participate in social service ride-along/sit along with police department staff and/or other City of Naperville department staff.
Provide short term counseling to individuals and families.
Make referrals to other agencies and consults with these agencies to provide direct service.
Maintain ongoing professional relationships and act as a liaison with schools, courts, other social service agencies, and professional organizations, in order to enhance knowledge of resources. Make referrals and consult with other agencies as needed.
Participate in weekly supervision for ongoing professional development.
Maintain professional and ethical conduct as a representative of the Naperville Police Department.
Perform other related duties as assigned.
Qualifications:
Knowledge, Skills and Abilities:
<ul style="list-style-type: none"> • Knowledge of general office equipment and procedures. • Knowledge of relevant software applications including Word, Excel and Outlook. • Skills in problem solving. • Strong written and verbal communication skills. • Strong interpersonal skills. • Ability to work in crisis situations and make assessments. • Ability to communicate and interact effectively with hospitals, social service organizations, community groups, individuals, and families in the community. • Ability to appropriately use resources for referrals. • Ability to employ and exercise cautions while performing duties in order to reduce risk to self of others. • Ability to manage time effectively to complete assigned work in a timely manner. • Ability to maintain confidentiality.



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Required Credentials and Experience:

Enrollment and in good standings at an accredited Masters of Social Work program, or related field (related fields can include Masters of Science or Arts in Clinical Psychology, Professional Psychology, or related; but shall not include Bachelor level or doctoral/post-doctoral students)

Applicants must be in advanced standing and/or requesting placement for their second level internship.

Ability to commit a minimum of 12 hours per week but not to exceed 35 hours per week towards their internship hours. Hours can be completed during daytime and evening shifts, over two semesters.

Specializations may include Addictions, Advanced Clinical, Forensic or undetermined. Unable to support Advanced Standing Students seeking specialization in Faith Based, Child Welfare, Type 73/IPE (school social work), Healthcare or Gerontology due to not being an "approved specialized site" for an appropriate amount of exposure.

Interview and background check must be completed by the Naperville Police Department prior to start date.

Affiliation Agreement must be agreed upon between educational institution and the Naperville Police Department prior to start date.

Additional Information:

**Applications can be submitted via emailing a resume and cover letter to:
Jamie Horner, LCSW, CADC
Hornerj@naperville.il.us
630-420-4165**

The duties listed above are representative of those performed by the position, but are not exhaustive nor exclusive of duties that may be similar, related, or a logical assignment to the position.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The job description does not constitute an employment agreement between the employer and employee and is subject to change, according to the business needs of the organization.

THE CITY OF NAPERVILLE IS AN E. O. E.

The City of Naperville complies with the Americans with Disabilities Act (ADA). Individuals needing accommodations in the recruitment process should notify Human Resources in advance at (630) 305-7066.