



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

2019/2020 Chattanooga Autism Center Intern Program

Experiences and opportunities:

- Shadowing behavior therapy and ABA therapy performed by a licensed psychologist, LCSW, or LPC. Clients range from 2 years old to adulthood.
- Observing psychological assessments performed by a licensed clinical psychologist.
- Working with kids with autism at childcare events, workshops, or in the clinic.
- Shadowing independent living training being given to young adults with autism.
- Developing a greater understanding of autism spectrum disorders.
- Making connections with other resources and service providers in our region.

Tasks, projects, and responsibilities:

- Working with clinicians to schedule clients and manage client files.
- Answering phone calls and emails from families seeking resources and helping them find appropriate programs and resources.
- Creating fliers to communicate upcoming events and programs.
- Creating content for weekly email newsletter.
- Updating content for website.
- Assisting in grant writing (or, depending on skill level, completely writing small grants).
- Assisting in nonprofit management tasks.
- Exhibiting at events: Set up our display, hand out materials, engage in face-to-face communications with the community, discuss the programs the CAC provides.

Requirements:

- Be available at least 12 hours per week. Some tasks can be done offsite.
- Must be reliable - no unexcused absences or tardiness.
- Must demonstrate excellent writing skills, especially technical writing, and ability to communicate concisely and professionally via emails, fliers, web articles, etc.

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.