



# ***LIFE SERVICES TEAM***

## ***Life Services Case Management Intern***

**POSITION:** Life Services Field Case Management Intern

**LOCATION:** This is a field position. Office location includes Titusville Library and another location once identified.

**TIME COMMITMENT:** Minimum of 15 hours per week with scheduling flexibility.

**SALARY:** UNPAID – Gain work experience at an established non-profit organization.

### **JOB DESCRIPTION:**

Community Care Development Network seeks a motivated student to participate in the organization's day-to-day operations, which include functions from intake to providing resources to satisfy basic needs, this internship is a great opportunity to gain valuable experience, while making a difference in a nonprofit organization.

### **ANTICIPATED DUTIES:**

1. Travel to case management sites on designated days of the week.
2. Perform initial one-on-one client intakes and needs assessments in-person, video call, and telephone.
3. Identify appropriate resources for client referrals to other agencies.  
Assist with completion of Life Service and Emergency Food Hub applications for essential clients.  
Review client files, applications, and database profiles to ensure all documents are included.
4. Participate in periodic briefings to stay abreast of changes, updates, and revisions.
5. Completion of a variety of general administrative tasks as assigned.

### **DESIRED QUALIFICATIONS:**

- Working knowledge of Microsoft Office products.
- Excellent interpersonal, organizational and research skills.
- Detail-oriented, able to work in a team environment independently.
- Desire to learn about nonprofit organizations and to lend needed assistance to low wealth and marginalized communities.

**Note:** Some duties are subject to change depending on organizational needs and workload.