



RESIDENTIAL PROGRAM INTERNSHIP

Created Gainesville is committed to reaching and restoring lives impacted by sex trafficking and sexual exploitation.

Purpose: The Residential Case Management Intern is a part-time unpaid internship. The purpose is to support case managers to provide excellent care to residential program participants.

Reports to: Residential Coordinator

Duties & Responsibilities:

Time Allocated 12 TO 20 HOURS A WEEK

- Enter case notes into PlanStreet.
- Research volunteer, employment, and education opportunities.
- Assist with finding creative solutions to obstacles residents are facing through research and collaboration with case managers.
- Help develop and add to schedules for residents.
- Assist in the monitoring of electronic devices such as cell phones, tablets and computers used by residents.
- Assist with materials and presentations as needed.
- Support residents in transportation with organizational vehicle as needed to locations such as therapy, recovery meetings, the library, wal-mart, etc.
- Occasionally may be asked to act as an advocate for a shift if coverage is needed.

Education and/or Experience

- Actively pursuing an Associates degree or higher
- Administrative experience preferred
- Proficient in Word, Google, Canva, and Excel
- Ability to work in a collaborative, fast-paced environment
- Strong written and oral communication skills

- Ability to manage multiple projects simultaneously
- Strong organizational and analytical skills
- Willingness to establish and maintain effective working relationships
- Clean driving record preferred

Physical Demands:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is frequently required to stand; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear.
- The employee is occasionally required to walk; climb or balance; and stoop, kneel, crouch, or crawl.
- The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision, and ability to adjust focus.
- In the performance of the duties of this job the employee is required to travel (frequency), drive a motor vehicle, communicate using telephone and email.

Work Environment:

- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The noise level in the work environment is usually moderate.