

POSITION DESCRIPTION Employment Services Intern (Unpaid)

OBJECTIVE: To work with clients to provide career coaching services; to assist with departmental administrative tasks.

RESPONSIBLE TO
Employment Services Manager

KEY RESPONSIBILITIES

- Utilize resource room materials to help clients achieve job search and career goals.
- Record activities in log book.
- Practice interviewing skills and networking opportunities with client using provided scenarios or client-specific situations.
- Assist clients in setting up emails and signing up for outside job alert services.
- Assist clients with other computer based tasks such as using program tutorials and tests.
- Ensure that client files are kept up-to-date and confidential.
- Case note summary following each appointment to be sent via email to Sr. Employment Services Specialist.
- Assist Employment Services staff with administrative tasks and projects as assigned.

TIME COMMITMENT: up to 15 hours/week, between 9am – 5pm, M-F; possible evening hours; available fall, spring and summer semesters

QUALIFICATIONS

1. At least 18 years of age.
2. Excellent communications skills, esp. grammar, punctuation and spelling.
3. Strong computer and typing skills.
4. Knowledge of current job search and resume writing best practices, preferred.
5. Punctual, organized and careful with client information.
6. Positive attitude and optimistic approach towards personal growth and achievement.
7. Maintains objectivity about offenders and relates effectively with people with a variety of socio-economic and cultural backgrounds.
8. Enrollment in college or graduate level classes, pursuing a degree in or related to: Criminal Justice, Social Work, Human Resources, or Human Services.
9. Incurred no charges, arrests, convictions or incarceration or been on probation or parole within the past 5 years (excluding minor vehicle violations); No substance abuse problems within the past 3 years.

INTERN AND OAR AGREEMENT

I understand and agree to comply with the position description and requirements outlined above.

PRINT NAME

SIGNATURE

DATE