

Job Summary

The Community Services for Families (CSF) Program exists to promote child safety, child well-being and stable living environments for children through home-based parent education and case management services. As an intern, you will have exposure to cases and the day-to-day of providing services to this population and your support to our work to increase the stability, self-sufficiency and parenting skills of the families who receive our care.

Duties and Responsibilities

- Provide support to families in identifying and obtaining community resources;
- Receive and process referrals for CSF services;
- Help ensure accurate and timely collection of data;
- Provide administrative support to the CSF team;
- Maintain client case files and records in an organized and easily accessible fashion;
- Assist Parent Educators and to enroll and administer parent education classes;
- Provide support for Parent Education Program for all data and paperwork submission as needed.
- Develop and maintain positive, supportive working relationships with other team members and all agency staff.
- Ensure clients receive high quality services as defined in the Agency Standards of Quality and protects client confidentiality.
- Assist supervisor in program development projects and participates in overall agency goal achievement.
- Actively pursues professional development opportunities to stay current in the field.
- Other duties as assigned.

Qualifications

- *Education:* Current student working on obtaining a Bachelor's Degree in human services or other related field. Master's Degree interns will be considered where Home Start is able to meet the student's school program Field Instruction requirements. To be considered an intern applicants **MUST** be enrolled and receive course credit for the hours worked at Home Start.
- *Experience:* Knowledge of counseling and advocacy techniques for people who have been victims of domestic violence, including crisis intervention and case management skills beneficial.

- *Skills:* Demonstrated ability to be culturally sensitive and appropriate when working with others. Excellent verbal and written communication skills. Computer literate as appropriate. Bilingual a plus.
- *Abilities:* Willingness to provide in-home services as allowable by Home Start health policies. Must be team player and able to work independently.
- *Other requirements:* Must have a valid California driver's license, a safe driving record, insurance and reliable vehicle and willing to use it on the job. Mileage for work travel will be reimbursed. Must have self-care in place to handle exposure to potentially upsetting client experiences.

Physical Demands

- Sitting for long periods of time in the homes of clients, in the office or at required meetings and in supervision sessions.
- Daily traveling in car to clients or to agency or meetings.
- Occasional lifting and carrying of boxes or bags for delivery to clients (such as emergency food supplies).
- Frequent note-taking and recoding in files.

Work Environment

- Office space may be shared.
- Frequent travel to provide mobile advocacy for clients. (Mileage reimbursed)

To apply, please email internships@home-start.org with your first and last name + the position name in the subject line. Please attach your resume, a cover letter, and a letter of recommendation that speaks to why you are the best candidate for this position.

Please include CURRENT contact information in your application.

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