



1050 W. 500 S. | Salt Lake City, UT 84104 | www.nhutah.org

Position description:	Case Manager intern
Reports to:	Family Support Center Director
Term:	Part-time
Compensation:	Volunteer/student
Benefits:	No benefits
Closes:	Until filled

Overview: The Family Support Center Case Manager intern will provide comprehensive case management services to caregivers of children and adults that participate in Neighborhood House and community members that are referred or walk-in to the center for services. The main goal of the Case Manager is to enhance problem solving and coping capacity of the client while linking and improving the systems that may support the family.

- CM Intern must pass a criminal background check prior to starting the internship.
- CM Intern must discuss HIPAA standards for confidentiality and sign the Confidentiality agency agreement for interns and volunteers
- CM Intern can work the number of hours required by the educational program or a maximum of 29 hours a week worked hours will be tracked on a monthly calendar and are volunteer hours
- CM Intern will review information pertaining to evidence based social work practices , ethics , standards ,theories, and modalities
- CM intern will review the NSAW Code of Ethics , Standards for Social Work Case Management guide

Primary Responsibilities with supervision:

- Accessing client needs
- Providing support and resources for clients
- Researching and referring client to resources
- Evaluating and studying programs, services, and resources for quality and client needs
- With supervision determining the correct course of action when helping families
- Supporting staff in creating programs and services to benefit clients and community
- Advocating and raising awareness on behalf of clients and the needs of the community and local services
- Data entry, compiling data, administrative duties as assigned

Relationships

The Center case manager intern works closely with the Director, Family Support Center and other interdisciplinary programs and partners in Neighborhood House.

Qualifications:

- Excellent interpersonal skills, time management
- Able to organize and manage large amounts of files, schedules, dates, and information

Applicants must be second-year students in an accredited Bachelor or first- or second-year Master of Social Work program or other related degree e.g. Psychology, sociology. Bicultural and bilingual Spanish-speaking students are strongly encouraged to apply.

How to Apply: Candidates who match the above requirements should apply on line at <https://nhutah.org/about-us/employment>

