

## Intern Position Description

**Position Title:** Employment Services Intern

**Program and Department:** Employment Services – Community Services

**Reports To:** Employment Specialist

**Quarters:** Any

**Hours:** flexible within Mon-Fri 8am-5pm

**Mission Statement:** *The Opportunity Council is a private, non-profit Community Action Agency serving homeless and low-income families and individuals. Our mission is to help people improve their lives through education, support, and direct assistance while advocating for just and equitable communities.*

**Position Summary:**

Employment Services Internship at Opportunity Council includes direct service with clients who are seeking employment or working on retaining employment. Responsibilities include providing follow-up case management, supporting clients with job search and job stability, and working with clients in the Vocational Job Search Lab. This position will also provide program support through data entry, filing, and other miscellaneous office tasks and projects. The position may support specific populations, such as veterans, families, individuals in mental health and substance use recovery and survivors of domestic violence.

**Responsibilities:**

- Contacting clients through phone and mail to check-in on employment status after program exit and providing assistance with problem solving, finding resources, etc.
- Meeting with clients in the office to work on job search, preparing for employment program openings, and providing resources.
- Shadowing opportunities in community and office visits, as well as community outreach.
- Data entry, copying, filing, special projects, research and other program support.

**Requirements:**

Applicants should have good communication, problem-solving, and conflict resolution skills and be able to work well independently. They should also demonstrate an interest in working with a low-income population and within a community action agency. Human Services or related field.

**To Apply:** Apply online at <http://www.opcco.org/how-to-help/>

**PHYSICAL REQUIREMENTS**

Sitting: Y	Standing: Y	Walking: Y
Lifting: less than 25 lbs	Carrying: less than 25 lbs	Pushing/pulling: N
Climbing stairs: N	Climbing ladders: N	Bend at waist: N
Kneeling/squatting: Y	Crawling: N	Reach above shoulder: N

Repetitive arm/hand movements: N	Driving: N	
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