



Case Management/CLASS Internship

About the position:

The Arc of the Capital Area is always looking for responsible interns to support our case management team. This is a wonderful opportunity to exercise your organizational skills, work with a great team of people, gain nonprofit management skills and learn about managing databases and social service work first hand. One-on-one unsupervised interactions with clients are not permitted.

Intern will support the following:

- Participate in ISP meeting with clients and case managers to create individual plans of care and assessments
- Learn SSI and Medicaid Programs and community resources
- Update client databases
- Document & file client information
- Co-facilitate social events such as Bowling night, Movie Night, and Coffee Club

Qualifications: This internship is best suited for a Bachelors level student

Candidates for the position should have some or all of the following skills or traits:

- Fast Learner
- Attention to detail
- Excellent verbal and communication skills
- Ethical, responsible, and good at setting boundaries
- Desire to work with individuals with developmental disabilities

Time frame: 10hrs a week; M-F (Can be flexible)? Please send resume and cover letter to Chance Garner, Volunteer Coordinator, at cgarner@arcofthecapitalarea.org