



Case Management Internship

The Arc of the Capital Area is looking for a responsible intern 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 and home visit meetings with clients and case managers to create individual plans of care and assessments
- Learn community resources
- Update client databases and information
- Archiving of discharged client documentation
- Document & file client information in client binders
- Co-facilitate social events such as Bowling night, Movie Night, and Coffee Club

Qualifications: This internship is best suited for a Bachelor's 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 Leah Marsden, Volunteer Coordinator, at lmarsden@arcaustin.org