



### **CLASS 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 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 and information
- Document & file client information

**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: 10 hours a week during the fall semester of 2019; M-F (Can be flexible).

Please send resume and cover letter to Leah Marsden, Volunteer Coordinator, at [lmarsden@arcaustin.org](mailto:lmarsden@arcaustin.org)