



Employment Services Case Worker Intern SAMPLE TIMELINE 2010

- Week 1 June 7-11 Orientation Week
- Mission, Vision, History
 - Agency Orientation
 - Jobs Program Orientation
 - Observe Case Managed Appointments
 - Attend Job Search Seminar (JSS)
 - Discuss intern goals
 - Job Search Seminar choose topics for presentation (week 5)
- Week 2 June 14-18 Heart of the Matter
- Attend Irving Cares Board Meeting – 15th@7PM
 - Staff Meeting 6/17
 - Barriers to Employment
 - Educational Resources
 - Childcare Resources
 - Transportation Options
 - Cost of Living vs. Minimum Wage
- Week 3 June 21-25 Case Management
- Building Client Files
 - Active Listening: What are the client's barriers/needs?
 - Keeping Good Case Notes
 - Tracking Data for Funding Reports
- Week 4 June 28- July 2 Building Partnerships
- Community Involvement
 - Attend the Poverty and Homeless Coalition Meeting
 - Visit businesses to generate job leads
 - Visit Texas Workforce Commission
 - Research Irving ISD homeless issues and drop-out results

- Week 5 July 5-9 Marketing the Program to the Community
- Attend a Greater Irving Las Colinas Chamber of Commerce event
 - Build a Strategy to Promote Employment Services
 - Curriculum building for intern-led Job Search Seminar
- Week 6 July 12-16 Other Programs and Resources
- Attend Money Management Class @ 5:30 PM
 - Food Pantry and Food Stamp Program
 - Financial Assistance – Rent or Utilities
 - Time Management and Avoiding Burn-Out
 - Staff Meeting 15th @ 3:30 PM
- Week 7 July 19-23 Prepare and Present Jobs Search Seminar
- Prepare Materials for Seminar Distribution
 - Conduct Job Search Seminar
 - Manage Cases acquired at Job Search Seminar
- Week 8 July 26-30 Education is Key to Success
- Visit Urban League Employment Program (M/W)
 - Work in Computer Lab with Money Management Program
 - Write a Summary of Accomplishments
 - Prepare a short newsletter story about the summer experience
 - Report Status of Open Cases
 - Wrap up with Supervisor

Job Search Seminars are held every Wednesday from 10 AM – 12:00 Noon